



JOB DESCRIPTION

Position Title: AmeriCorps VISTA Member
Status: Temporary 1 year, volunteer (with monthly living allowance and other benefits)
Supervised by: Kat Pepmeyer, Executive Director

Job Summary:

The AmeriCorps VISTA will focus on expanding the Cincinnati Community ToolBank's Tool-Lending Program, which serves charitable organizations in the Cincinnati community by putting high-quality tools in the hands of volunteers and agencies. In doing so, the AmeriCorps VISTA Member will also work to increase the ToolBank's brand awareness as well as recruit new member agencies. This is a 12 month volunteer position with benefits funded by the AmeriCorps Volunteers in Service to America (VISTA) program. Benefits include a monthly living allowance and End of Service Stipend or Segal AmeriCorps Education Award to pay for college, graduate school, or existing qualified educational loans.

Full list of position benefits is located on the 3rd page of this document.

Essential Functions:

- Generate overall brand awareness for new member agencies and develop member retention strategies
- Develop and implement a permanent volunteer program that identifies, selects, and supports volunteers based on the needs of the organization
- Research grant opportunities and evaluate grant/funding opportunities
- Assist with fundraising and development projects and events

Customer Service/Internal Communications

- Positive and polite interactions with donors and member agencies
- Communicate with internal staff on schedule and warehouse needs
- Work as a team to fulfill the ToolBank's mission

Skills and Specialized Knowledge:

- Effective oral and written communication skills
- Ability to work as a team player in a fast-paced environment
- Superior organizational capabilities

- Team-orientated
- Computer literacy and ability to learn POS software
- Interest and experience in marketing, social media, and public speaking
- Work flexibility, including occasional evenings and weekends
- Ideal candidates should have an interest in working for a not-for-profit, has a history of volunteer service, and has experience in volunteer management and/or fundraising

Education/Experience:

- Associate degree or higher is preferred
- Valid driver's license with satisfactory driving record

Full list of position benefits is located on the 3rd page of this document.

Please send resume and cover letter to Kat Pepmeyer at kat.pepmeyer@ToolBank.org with the subject line "AmeriCorps VISTA Application". If you have questions about this position, please call 513-246-0015.