



POSITION ANNOUNCEMENT

Inspiring Dreams Network, Corp. (IDN) is seeking a fulltime VISTA Volunteer who will assist our organization with **Capacity Building**, specifically, growing our capacity to train and provide educational and other youth support resources for youth serving adults in local communities to better support youth at-risk, including their mental health and social emotional needs. Tasks and activities assigned to the VISTA Volunteer will involve working directly with IDN's Executive Director to support, create, expand, and strengthen systems, resources, and processes to increase our organization's ability to function effectively and meet our mission and project goals. The Vista Volunteer is not an IDN employee, but rather a federal resource on loan made possible through the federally funded AmeriCorps program.

Position Title: *Inspiring Dreams Network VISTA Volunteer*

Classification: The VISTA Volunteer must be a US citizen, a minimum of 18 years old and serve **full-time (35 hours per week)** for one year, at all times during their term of service, except for periods of approved leave (10 personal and 10 medical days off annually)

- The 35 hours can include evenings & weekends, if necessary for a particular project.
- The VISTA can serve up to five terms as a member, leader, summer associate, or AmeriCorps State member.
- Member can receive a maximum of two Education Awards. *(See salary and educational benefits below.)*

Start Date: Early October 2021

Duties and Responsibilities: Primary duties and responsibilities will include, but are not limited to:

- Communicate with volunteer leaders regarding training dates, venues, surveys, and follow-up needs.
- Assist with development of and posting training information, surveys, etc.
- Assist with meeting logistics (set up for face-to-face and virtual meetings, communicating with schools, community organizations to secure space, etc.)
- Assist with planning, designing, and developing youth development portal on the IDN website.
- Assist with promoting training opportunities, resources and relevant partner links on IDN's Youth
- Communicate with Community partners and trainers
- Help design needs assessment to assess volunteer and youth training needs
- Help design and use project management system to track project goals, activities, and outcome
- Research existing youth development curriculum and support resources, identify gaps and help develop training in high needs areas.
- Review copyrights and seek permission to use, as needed, when developing new IDN resources.
- Assist with the development of media kits, press releases and other promotional materials



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Inspiring Youth to Find and Achieve Their WHY



Duties and Responsibilities (*continued*)

- Develop a database of potential and actual trainers, their credentials, areas of expertise, contact info, etc.
- Help seek funding for IDN projects, including grants and fundraising events.
- Assist with identifying and developing community partnerships
- Develop templates; brochures, handbooks, manuals to support training initiatives
- Update and help promote Social Media Accounts, as needed
- Create, promote, and utilize evaluation tools to document project outcomes and promote continuous improvement
- Communicate with and inform Board members on project progress, engaging board members in projects, as needed
- Other duties as assigned

Knowledge, skills, and abilities: Successful candidate must possess excellent written and oral communication skills; excellent interpersonal skills; ability to successfully manage competing demands; ability to use Microsoft Office software; knowledge and experience working with relational databases; and knowledge and experience in assessment and delivery of education and training programs. The candidate must be willing to learn new software and communication systems and support full implementation of these systems.

Education and Experience: High school diploma or GED required; some postsecondary training is preferred; some recent relevant work experience is preferred. Due to some travel requirements, candidate should possess a valid Driver's License. Experience should include previous involvement in youth serving community organizations either as an adult volunteer or paid staff, youth leadership or through active engagement in the organization as a youth member. *Successful candidate must pass a fingerprint background check.*

Salary: Monthly living stipend of \$1,116; Segal Education Award of \$6,095 or Cash Award of \$1,800, Health Benefit Plan, Student Loan Forbearance, Career Development, and 10 personal and 10 medical days off.

Closing date: Priority consideration will be given to application materials received on or before noon on **September 25, 2021**. Applicants will be accepted until position is filled.

Application process: Qualified candidates will apply through the VISTA Volunteer site <http://my.americorps.gov>. You will need to a current resume and the names, titles, phone numbers and e-mail addresses for three professional references. Please see attached document regarding steps to apply.



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