**** **Community Engagement VISTA**

**Minnesota Literacy Council VISTA Program**

**Organization**

The Minnesota Literacy Council is a statewide nonprofit that provides life-changing literacy programs and support services for children, youth and adults. We operate an administrative office as well as five learning centers that serve adults learning English, getting their GEDs or becoming citizens as well as their preschool-age children who are learning English. Each location works with volunteers and has its own volunteer practices.

**VISTA Position**

The VISTA member will refine current volunteer practices at each of our locations and identify additional ways to increase collaboration across sites and strengthen the agency’s volunteer tracking and management. The VISTA will implement new practices to provide support to our sites' volunteer programs. The VISTA member will help us improve volunteer recruitment and retention, which will ultimately affect our students' success at our learning centers. The VISTA member will be part of the community engagement team, consisting of volunteer management, communications and fundraising. In this role, he/she will contribute to a larger effort to foster more lifelong literacy advocates who will recruit others and remain involved after their volunteer commitment.

**Member Duties**

*Evaluation:*

* Build on previous VISTA’s work of assessing current volunteer systems across all literacy council sites.

*Improvement:*

* Analyze the agency’s use of Salesforce to manage volunteer data; develop new systems to better track and report on volunteer information. Help train staff on database protocols.
* Develop and host new volunteer orientation sessions.
* Update materials to recruit qualified volunteers from diverse backgrounds.
* Work with literacy council staff to coordinate communication with volunteers, including fundraising communication.
* Develop improved systems for gathering feedback from volunteers.

*Community Building:*

* Build relationships with corporate volunteer coordinators and recruit volunteers from local companies.
* Identify church groups or book clubs to market opportunities for group volunteers.
* Find meaningful ways to engage volunteers and "alumni" volunteers at a deeper level, such as creating volunteer leadership roles, starting volunteer interest groups, finding new ways to collect volunteer feedback and building and supporting our alumni network.
* Plan and implement at least two agency-wide volunteer recognition strategies, including annual picnic.
* Help execute the literacy council’s social media strategy.

**Benefits**

*As a VISTA member you’ll receive:*

* + Professional and personal development opportunities
  + Extensive training
  + Marketable management skills
  + A living allowance ($428-$453 bi-weekly)
  + The choice of $5,730 education award or $1,500 cash stipend upon successful completion of service
  + Healthcare benefits
  + Relocation allowance (if moving 50+ miles for service)

*In this VISTA role as a Volunteer Specialist, you’ll gain:*

* + Expertise in volunteer management, including recruitment and supervision
  + Experience in strategic planning, project management and event planning
  + Experience building community and corporate partnerships
  + Connections in the literacy and nonprofit communities

**Location**

Minnesota Literacy Council main office (700 Raymond Avenue, Suite 180, St. Paul, MN 55114) with some local travel to the five learning centers in Minneapolis and St. Paul.

**Work Environment**

* Typical office environment
* Time spent on the computer is approximately 75%
* Travel: Ability to travel to a variety of locations within metro
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Time Commitment**

Candidates must be available to serve from **February 17, 2015** **until February 20, 2016**.

**Qualifications**

*Qualified candidates must:*

* Be at least 18 years old
* Be able to serve full time for one year
* Be a U.S. citizen or a legal permanent resident
* Not have another job or be going to school full time during service

*Qualified candidates should have:*

* A desire to fight poverty with a passion
* Some college experience

*Strong candidates will also have:*

* Excellent interpersonal, written and verbal communication skills
* Project management skills
* Volunteer experience; experience coordinating volunteers preferred
* Community organizing or recruitment and outreach experience preferred
* Computer proficiency, including MS Office programs, internet and email; experience with databases and social media preferred

**Application Process**

Please apply directly on the AmeriCorps website: <https://my.americorps.gov/mp/listing/viewListing.do?id=58446>

**Applications will be reviewed on a rolling basis through December 26, 2014.**

**Questions?**

Please contact:

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*The Minnesota Literacy Council is an affirmative action / equal opportunity employer.*