

# Vermont Coalition To End Homelessness AmeriCorps VISTA Communications & Outreach Coordinator

Start date: August 2022

Based in Montpelier, the smallest state capital in the US, VCEH is a thriving organization working across the state with organizations that support and house people experiencing homelessness.

The VCEH seeks to ensure that people living in Vermont have a safe, stable, affordable home, and -- if homelessness does occur -- it is brief, rare, and non-recurring and those experiencing homelessness are treated with dignity and respect. Members of our coalition include homeless shelters, service providers, advocates, and regional and statewide organizations.



## General Responsibilities

The VCEH VISTA member will work under the supervision of VCEH Executive Director and with VCEH Program Coordinator to help build the capacity of a small, high-impact nonprofit to help alleviate poverty and reduce homelessness in Vermont.

We are committed to providing a meaningful experience for the VISTA member and the actual position responsibilities will be tailored to his/her/their interests and abilities.

## Primary roles

- Resource development and fundraising
  - o Design and implement an individual and business donor campaign
  - o Research and assist with grant writing
- Organization and educational development and support
  - o Assist in updating VCEH board orientation materials
  - o Assist with the development of training modules and workshops
  - o Research other regions poverty reduction strategies & programs to implement with VCEH
- Other duties as assigned

## Specific Responsibilities

- Resource development, including fundraising and grant-writing
  - o Assist in writing grant applications to the Dept. of Housing and Urban Development
  - o Research and implement new fundraising campaigns
  - o Build and maintain Coalition's constituent relations database
  - o Create best practices and systems around dues collection & membership
- Organization and educational support
  - o Assist in updating VCEH board orientation materials
  - o Help develop training modules and workshops for members and allied organizations
  - o Codify policies and procedures for local housing coalition
  - o Periodically attend local housing coalition meetings and track content
  - o Outreach allied coalitions and organizations
  - o Assist in producing and disseminating meeting minutes
  - o Research other regions poverty reduction strategies, programs, & policies
  - o Conduct membership surveys and helps implement recommendations
- Other projects
  - o Help plan/facilitate the annual Homelessness Awareness Day virtually and at the statehouse
  - o Support racial equity work of VCEH
  - o Assist with planning and organizing VCEH annual membership meeting
  - o Help to implement the strategic plan and new governance structure
  - o Assist with yearly Point-in-Time Count report by reviewing, editing and publicizing report

## Qualifications

- High School Diploma
- Interest in fields of homelessness services and affordable housing
- Self-motivated, committed to the VCEH mission
- Able to work both independently and in a collaborative environment
- Solid base of research, writing, editing, and computer skills
- Experience in housing, homelessness, community development and grant-writing a plus
- Beneficial to have a car, but not required

## AmeriCorps Benefits

This is a service position with the SerVermont AmeriCorps VISTA program. Benefits include living allowance, childcare assistance if eligible, training, choice of Education Award or End of Service Stipend, relocation allowance, health coverage & living allowance. For more detailed information about AmeriCorps VISTA benefits, visit: <https://www.vistacampus.gov/in-service/benefits-service>.

## To Apply

Email resume and cover letter to [helpingtohousevt@gmail.com](mailto:helpingtohousevt@gmail.com).

Alternatively, you can apply through the [myAmeriCorps portal](#) (you will then send a resume and cover letter to SerVermont):