

Vermont Coalition to End Homelessness

Position Description: **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.

To achieve our mission and alleviate poverty, we pursue the following strategies:

- Create a network of organizations, service providers, advocates, consumers, concerned citizens and policy makers committed to ending homelessness.
- Foster communication by building local housing coalitions and developing collaborative partnerships.
- Help to ensure that all Vermonters, particularly low- and moderate-income persons, people with disabilities, homeless people, elders, families with children and others, have safe, adequate, physically accessible and affordable housing.
- Encourage resident participation and control in their housing.
- Advocate for the preservation of existing housing, protection of renters, and the development of new, perpetually affordable low- and moderate-income housing.
- Promote the recognition of housing as a basic right for all Vermonters through education of the public and elected officials.
- Act as a catalyst in the exploration and development of innovative means of preserving and increasing Vermont's affordable housing stock

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.

Primary roles:

- Resource development and fundraising
 - Design and implement an individual and business donor campaign
 - Research and assist with grant writing
- Organization and educational development and support
 - Assist in updating VCEH board orientation materials
 - Assist with the development of training modules and workshops

- Research other states and regions poverty reduction strategies & programs to implement with VCEH
- Other duties as assigned

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.

Specific Responsibilities

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

Alternatively, you can apply through the myAmeriCorps portal (you will then send a resume and cover letter to SerVermont): <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=102818>