

Virginia Community Action Agency VISTA Project

Hampton Roads Community Action Program- Volunteer & Resource Development VISTA

Organization Information:

HRCAP connects people to educational, social and economic programs that create self-sufficiency thereby changing lives, creating hope and making our community a better place to live. We are breaking the poverty cycle through our award-winning programs and proven strategies in education, training, work experience, housing, emergency services and more, equipping families and communities for success. We believe that when individuals and families learn to help themselves and each other, they build stronger communities, creating a better Hampton Roads region for all.

VISTA Member Duties:

The VISTA will assist with the Director of Strategic Initiatives in creating a fund development plan that includes marketing HRCAP's programs and building strategic relationships that increase volunteer experiences.

Responsibilities:

- Develop a comprehensive marketing plan to inform stakeholders about the needs, accomplishments, and goals of HRCAP. Improve the public awareness of HRCAP through effective PR, effective branding, and outreach efforts.
- Assist with developing strategies to increase unrestricted funds via donations, and other fundraising efforts.
- Improve communication with community stakeholders. Implement an annual fund raising campaign to improve the organizational infrastructure.
- Assist staff in planning and implementing a volunteer recruitment and tracking system.
- Manage volunteer database and maintain accurate records of volunteer activities.
- Organize and facilitate volunteer information sessions and trainings.
- Build partnerships with community groups, businesses and organizations to reach out to potential volunteers and clients.
- Evaluate volunteer satisfaction.
- Plan volunteer recognition and appreciation events.

Skills:

- Excellent verbal and written communication skills
- Excellent project management skills
- Excellent organizational, time-management, and interpersonal skills
- Must have pleasant, friendly, and professional manner
- Ability to manage sensitive and confidential information with integrity
- Positive attitude and strong work ethic
- Excellent customer service skills and positive communication style
- Ability to function both independently and as part of a team with minimal supervision
- Proficient in Microsoft Office Programs and managing social media

Education and Experience:

- Bachelor's degree is preferred, or the equivalent in education and experience.
- At least two years' experience in volunteer recruitment and/or resource development, social work, program development, or related field in the public and/or nonprofit sector.

For this one-year, full-time position benefits include a living allowance of approximately \$982 per month before taxes and the option of an End of Service Benefit of \$5,815 Segal Education Award or \$1,500 cash stipend only awarded upon successful completion of service.

Apply Here: <https://my.americorps.gov/mp/listing/viewListing.do?id=75187&fromSearch=true>