

Virginia Community Action Agency VISTA Project

Hampton Roads Community Action Program- Opioid Programming and Volunteer Coordinator

Organization Information:

The Hampton Roads Community Action Program connects individuals to educational, social and economic programs that create self-sufficiency thereby changing lives, creating hope and making their community a better place to live.

VISTA Member Duties:

The VISTA will help to ensure that low income families and individuals receive education regarding opioid and substance abuse with the goal of prevention. The VISTA will build the capacity of Hampton Roads Community Action program by developing and implementing partnerships and resources for the agency and community.

Responsibilities:

- The VISTA will assist in supporting and educating parents and youth about opioid and substance abuse with the goal of prevention by collecting and preparing community resource packets, coordinating monthly workshops, organizing quarterly education drives, and distributing community resources and facilitating trainings.
- The member will also increase capacity by recruiting, training, and organizing volunteer groups to assist low income individuals with drug addictions by providing resources.
- 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:

- Associates degree (AA) degree is preferred, or the equivalent in education and experience.

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.

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