

Virginia Community Action Agency VISTA Project

Hampton Roads Community Action Program- Community Outreach & ROMA Compliance 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 comprehensive needs assessment, strategic plan, and community action work plan to address ROMA Next Generation Standards while working with community leaders, nonprofit and faith-based organizations to build community capacity.

Responsibilities:

- Document program successes, develop trainings, and build support support for all programs.
- Performing research, data collection, and analysis on various initiatives in support of the HRCAP's Strategic plan, operational needs and programmatic requirements.
- Coordinates Agency-wide reporting related to ROMA (CSBG,Head Start, VA Cares, etc.); database management, tracks monthly performance goal and other program reporting as needed.
- Performs data extraction, information analysis and report generation on poverty trends to internal and external stakeholders.
- Create and maintain dashboards, techniques and tools to support agency planning, compliance development, and decision making.
- Assist with other programmatic research needs, as requested, including survey development, programming electronic survey items, item tracking, cognitive interviewing, statistical analyses, and/or graphical representation of results.

Knowledge and Skills:

- Exceptional organization and written communication skills
- Strong qualitative and quantitative skills
- Database management experience
- Demonstrated problem solving skills, multi-tasking abilities and sound judgement
- Ability to manage sensitive and confidential information with integrity
- Ability to function both independently and as part of a team with minimal supervision
- Proficient in Microsoft Office Programs and managing social media
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Education and Experience:

- Bachelor's degree is preferred, or the equivalent in education and experience.
- At least two years' experience in research-related capacity, working with public and private foundations, or social service agency.

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=75185&fromSearch=true>