



## **Community Outreach Coordinator AmeriCorps VISTA (2 positions available)**

*Do you seek out opportunities to innovate and create? Want to build diverse experiences in a fun, professional nonprofit setting? Need to decide what direction to take next, but still have college debt or education to pay for?*

***“The YVC team is a lot of fun... It’s a great environment. I’m excited to go to work every day and I think that’s really special.” – Hannah, AmeriCorps VISTA member at YVC***

[Check out this short video to learn about VISTA service at YVC!](#)

*This full-time, 12-month AmeriCorps VISTA position could be right for you! Strong skills are needed, but experience isn’t required; training and resources will be provided. VISTA members receive professional development and experience, but opportunities for future employment aren’t guaranteed. Multiple positions are available at YVC, and candidates may apply for more than one position.*

VISTA members begin on predetermined orientation dates and will be hired approximately 3 weeks prior to their start date. Upcoming orientation start dates are: **January 22, February 4, and February 19.**

[Youth Volunteer Corps](#) (YVC) is headquartered in Kansas City, with service programs for young people ages 11-18 in the U.S. and Canada. We create volunteer opportunities to address community needs and to inspire youth for a lifetime commitment to service. Since 1987, YVC has engaged over 300,000 youth volunteers in over 5 million hours of service to their communities – ***and we want more!***

YVC seeks an ambitious, creative professional to launch, grow, and sustain YVC programs in Kansas and Missouri. The Community Outreach Coordinator will support YVC’s newest growth strategy and report to the Director of Program Impact. This member will work with a cohort of VISTAs focused on this initiative and alongside the entire YVCHQ team to move YVC’s mission forward. The ideal candidate will be inspired to empower others, leverage their strengths for team success, and invest in the success of YVC’s youth volunteers and adult leaders.

**Location and Culture:** YVC’s national headquarters is located in a beautifully restored historic home in the Quality Hill District of downtown Kansas City. Here you’ll find energy, enthusiasm, and loyalty to the idea that youth service can change the world. This team believes any community with a youth willing to serve is one where YVC belongs, and the Community Outreach Coordinator will help bring this dream to life in Kansas, Missouri, and beyond.

### **Primary Duties & Responsibilities:**

**Note:** The majority of tasks occur at YVC’s national headquarters in downtown Kansas City, with approximately 15-30 days a year traveling to YVC regional programs.

#### *Community Outreach*

- Develop and implement plans to introduce, establish, and promote YVC regional programs
- Evaluate the potential to expand existing YVC regional programs
- Communicate regularly with civic leaders, nonprofits, schools, and other key partners

#### *YVC Regional Program Director Support*

- Help recruit, interview, and hire YVC regional program directors
- Plan and facilitate orientation and training for YVC regional program directors
- Provide ongoing support for YVC regional program directors

### *Program Design and Development*

- Coordinate with nonprofit agencies to schedule meaningful service projects for teams of youth based on community needs, capacity, and demand
- Help design volunteer projects with icebreakers, team builders, service-learning activities and reflection
- Help recruit 10-12 youth ages 11-18 to participate in each week of programming through outreach, presentations, program promotion, and other strategies

### *YVC Mission Advancement and AmeriCorps VISTA Outcomes*

- Develop, participate in, and facilitate trainings for network-wide YVC programs
- Develop resources for the YVC network
- Support YVC's aim to eradicate poverty through VISTA service

### **Minimum qualifications:**

- Be a U.S. citizen or a U.S. permanent resident
- Pass all background checks
- Valid driver's license
- Bachelor's degree preferred; equivalent experience may be considered
- Experience with Microsoft Office programs (Word, Excel, PowerPoint, Outlook)

### **YVC needs someone with:**

- The ability to communicate clearly and effectively both verbally and in writing
- A sense of urgency that drives organization, prioritization, and reliability
- The ability to think creatively and strategically to solve problems
- A resiliency to changing situations and ambiguity

### **AmeriCorps VISTA Member Compensation:**

- A living allowance of \$472.22 is provided every two weeks.
- Upon completion of 12-month term, [CNCS](#) provides a \$6,095 Education Award for college loans or future education expenses. Those without loans or plans for future education can receive a smaller cash stipend of \$1,800, in lieu of the Education Award.

### **AmeriCorps VISTA Member Benefits:**

- \$200 housing reimbursement at the end of each month
- 10 vacation days and 10 sick days
- Professional development opportunities
- Relocation or settling-in allowance (if moving 50+ miles for service)
- Federal student loan forbearance and deferment
- [Healthcare, childcare, and other benefits available](#)

Please send your resume and cover letter to Amanda Moser at [amoser@yvc.org](mailto:amoser@yvc.org). Please highlight specific experience and explain why this position is one you desire.

**Deadline:** Applications will be accepted and reviewed on a rolling basis until candidates are placed.

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