



# Nebraska Thrives AmeriCorps\* VISTA

*Serve Your Country in the Heartland!*



## ***ORGANIZATIONAL EXCELLENCE & SUSTAINABILITY SPECIALIST***

### Assignment Description

The Nebraska Thrives VISTA program exists to expand the capacity of Nebraskans to increase their quality of life by maximizing citizen involvement in disaster preparedness and community service needs and increasing the efficiency & effectiveness of entities addressing these needs. Special emphasis is placed on engaging low-income residents with a particular emphasis on western Nebraska – an under-served region which features significant poverty and declining aging populations. In accord with Corporation for National & Community Service strategic priorities, efforts will be made to capitalize upon enhancing volunteerism and volunteer management capacity as solutions with particular effort placed on engaging youth and “baby boomers”. In strong collaboration with the Nebraska Volunteer Foundation, VISTAs will also seek resources to provide community-identified solutions through volunteer-based and national service initiatives.

The Infrastructure & Sustainability Assistant VISTA will focus on:

1. assisting national and community service programs assisting low-income and otherwise disadvantaged Nebraskans to develop procedures and practices that maximize effectiveness & efficiency thus expanding organizational capacities; and
2. assisting national and community service programs assisting low-income and otherwise disadvantaged Nebraskans to understand and implement concepts and practices enhancing project and organizational sustainability.

Programming is carried out through interviews, intensive research, collaboration, trainings, and document generation. Partners include national and community service programs, institutions of higher education, national service technical assistance providers, and community-based and governmental entities.

The Infrastructure & Sustainability VISTA member will increase the capacity of Nebraska’s service community to serve impoverished and disadvantaged residents by advancing adoption of policies and procedures increasing efficiencies and by promoting sustainability. Success in accomplishing this goal will be measured through surveys.

### **Responsibilities**

- Develop partnerships with Nebraska national service and community-based organizations throughout Nebraska
- Work with the Nebraska Volunteer Service Commission AmeriCorps Program Officer, PDAT/Disability Officer, and Citizen Corps Officer to develop and implement protocols for increasing organizational effectiveness among community and national service programming throughout Nebraska

- Create materials necessary to advance organizational efficiencies among community and national service programming throughout Nebraska
- Research successful means of advancing sustainability
- Tailor sustainability best practices to assist community and national service programming throughout Nebraska
- Conduct trainings informing audiences about sustainability practices

### **Qualifications**

- Valid driver's license. The VISTA member will need a car for this assignment. VISTA member will be reimbursed \$.485 per mile for work related travel, or be provided a state vehicle from the Nebraska state fleet
- Bachelors Degree preferred
- Experience instructing adults preferred
- Strong verbal and written communication skills, including public speaking
- Work well with a diverse group of community partners, volunteers, and the NVSC staff
- Excellent organizational skills and attention to detail
- Ability to work independently and take chances
- Ability to develop and execute long-term plans with minimal guidance
- Adaptability to perform a variety of duties and meet deadlines
- Research skills, including ability to identify and utilize the Internet and library resources
- Ability to do layout and copy for promotions
- Basic computer skills, including Microsoft Office programs

### **Hours**

- 40 hours/week, Mon.-Fri. Evenings and weekends as needed.
- 12-month term of service for AmeriCorps\*VISTA members.

### **Benefits**

- A taxable living subsistence allowance of \$9,996 per year.
- May be eligible to receive either a taxable \$4,725 education award or end-of-service taxable stipend of \$1,200 upon successful service
- 10 days of vacation time and 10 days of sick time (in addition to holidays)
- Limited health benefits
- May qualify for Student Loan Forbearance
- May qualify for payment of accrued interest on Student Loans upon successful service
- May qualify for Food Stamps or other social services
- May qualify for childcare allowance
- May qualify for relocation expense reimbursement
- Training/Professional Development Support \*

\* Corporation for National & Community Service will reimburse up to \$500 per year to a VISTA member for training related directly to their assignment that will enhance their skills, knowledge and abilities.)