



VISTA Assignment Description (VAD)

To Apply: Please visit

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Position Title: Love Your Block AmeriCorps VISTA Member

Organization: Evanston City Manager's Office

Location: Evanston, Illinois

Position Type: Full-Time, One-Year AmeriCorps VISTA Service Term

Overview: Love Your Block is a grant program that brings city leaders and residents together to build stronger neighborhoods, one block at a time. Evanston City Manager's Office is seeking a motivated and passionate individual to serve as the Love Your Block AmeriCorps VISTA member. This position is part of the AmeriCorps VISTA program, which aims to alleviate poverty by empowering communities through capacity-building initiatives. The VISTA member will focus on volunteer recruitment and project management and play a crucial role in supporting the Love Your Block grant program by recruiting, training, and managing volunteers to actively participate in neighborhood community building efforts. The Love Your Block Program will build on the existing efforts of the City of Evanston's Local Reparations Restorative Housing Program. The VISTA member will also support the City of Evanston city staff and elected officials in community outreach and project management activities.

Key Responsibilities:

- Develop and implement strategies to recruit volunteers for Love Your Block projects, including outreach to community organizations, schools, businesses, and local residents.
- Collaborate with city officials, community leaders, and partner organizations to identify volunteer needs and opportunities within targeted neighborhoods.
- Assist with coordinating and overseeing the implementation of Love Your Block grant projects, working closely with project partners, city staff, and community stakeholders to ensure timely and successful project execution.



- Assist with the day-to-day project management of the Love Your Block program.
- Organize and facilitate volunteer training sessions to ensure that volunteers are equipped with the necessary skills and knowledge to contribute effectively to Love Your Block initiatives.
- Establish systems for volunteer management, including tracking volunteer engagement, hours worked, and impact achieved.
- Provide ongoing support and supervision to volunteers, serving as their primary point of contact and resource for questions, concerns, and feedback.

Key Responsibilities (cont.):

- Coordinate volunteer activities and events, including volunteer appreciation events and recognition programs.
- Develop and maintain partnerships with local stakeholders to promote volunteerism and community engagement.
- Collect data and prepare reports on volunteer recruitment, participation, and impact for program evaluation and funding purposes.
- Support the Love Your Block Fellow in community outreach and deliberation activities in neighborhoods of focus.
- Support the Love Your Block Fellow in creating and delivering mini-grant application information materials and sessions.
- Design program flyers, brochures, and social media posts, and continually work to advertise the Love Your Block program.
- Document mini-grant implementation, program activities, and volunteer workdays through photos, quotes, and artifacts.
- Other duties as assigned.

Qualifications:

- Must have strong ties to the community being served by Love Your Block (i.e., current resident or a previous longtime resident with active ties to the 2nd, 5th, 8th, or 9th wards of the City of Evanston) and have a track record of building local relationships.
- Proficiency in Microsoft Office Suite and other relevant software applications.



- Must be eligible to serve as an AmeriCorps VISTA member (pass background check, be a U.S. citizen, national, or lawful permanent resident, etc.).

Preference will be given to applicants that possess:

- Highly organized and detail-oriented, with the ability to manage multiple tasks and priorities effectively.
- Ability to work independently and collaboratively in a fast-paced environment.
- Minimum of 2 years of experience in project management, community development, or a related field preferred
- Experience in volunteer recruitment, training, and management preferred.
- Knowledge of community organizing principles and practices.
- Strong organizational and time management skills, with the ability to manage multiple projects simultaneously and meet deadlines
- Strong communication and interpersonal skills, with the ability to engage and motivate diverse groups of individuals.
- Passion for community development and a commitment to serving others.
- Bachelor's degree preferred in a related field or equivalent combination of education and experience.

Benefits:

- Living Allowance: AmeriCorps VISTA members receive a modest living allowance(\$877.66), paid bi-weekly.
- Childcare assistance if eligible
- Relocation Allowance
- Health Coverage: VISTAs are eligible for healthcare benefits through the AmeriCorps program.
- Professional Development: Opportunities for training, networking, and skill-building.
- End-of-Service Award: Upon completion of service, VISTAs may choose between a Segal AmeriCorps Education Award or a cash stipend.



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Applications will be reviewed on a rolling basis until the position is filled.

Evanston City Manager's Office is an equal-opportunity employer and encourages individuals from diverse backgrounds to apply.