



Position Description: Year-Round VISTAs at Our House

Organization

Founded in 1987, Our House is a comprehensive program for the working homeless serving over 1,600 clients annually. Our House's mission is to empower homeless and near-homeless families and individuals to succeed in the workforce, in school, and in life through hard work, wise decision-making, and active participation in the community. Operating on a 6-acre campus in central Little Rock, Our House provides working homeless and near-homeless individuals and families with shelter, housing, job training, education, children's programs, and more to equip them with the skills to be successful in the workforce, the community, and their own families

Positions

[Career Center VISTA](#)

Coordinates and supports all volunteer recruitment and training for the Career Center, manages and expand life skills programming including scheduling and coordination of resources, and supports expanded Career Center program.

[Children's Programs VISTA](#)

Children's Programs VISTA Develops program evaluation, assessment and record-keeping systems for the Children's Programs. Recruits, orientates, and acknowledges the contributions of volunteers. Assesses the needs of the programs, and then solicits and records in-kind donations for the Children's Programs, including seasonal drives and Adopt-a-Family.

[Communications VISTA](#)

Collaborates with the development team to implement marketing and communications strategies to raise awareness of the mission, programs, services, and events of Our House. Designs and distributes media products for Our House, including web site, digital photos, brochures, and reports.

[Community Engagement VISTA](#)

Coordinates partnerships with outside agencies, and Our House's social media communications. Assist with outside fundraising events that benefit Our House.

[Development VISTA](#)

Coordinates two large annual Our House fundraising events. Assists with other development activities including maintaining donor contact information, analyzing donor information, developing reports, preparing mailings, conducting research, requesting donations, thanking donors, and more.

[Operations Support VISTA](#)

Identifies, designs, and implements volunteer projects that address the ongoing needs of grounds and building maintenance and rehabilitation at Our House.

[Program Support VISTA](#)

Coordinates and supports all meal programming and partnerships for Our House programs, manages Alumni engagement with Our House and the community, and builds and maintains an infrastructure to support Our House program integration.

Volunteer Relations VISTA

Serves as point person for Our House volunteers. Develops and manages systems for coordinating, documenting, and acknowledging the contributions of volunteers at Our House.

Compensation

This is a full-time national service position that provides a living allowance of \$11,676 over the course of one year, plus a \$5,775 education award at the end of a successful one-year term of service. Health insurance is not available, but some health coverage to help with the cost of co-pays and other medical expenses is available to VISTA Members. Childcare assistance and relocation assistance are available to VISTA Members who qualify. Life insurance and 1 year of non-competitive eligibility are also available. Professional development training opportunities are offered and paid for by Our House. You are responsible for your own housing and other living expenses.

Qualifications

All year-round VISTAs will be thoroughly committed to Our House's mission and to national service. All candidates should have the following qualifications and experience:

- Strong written and verbal communication skills, including public speaking skills.
- Strong people skills, with ability to form effective working relationships with a wide range of people.
- Strong organizational skills and ability to drive multiple simultaneous projects to completion.
- At least 18 years of age.
- Must be able to lift 35 pounds
- Must have a valid driver's license
- A United States Citizen, National, or Permanent Resident.
- Bachelor's degree preferred.
- Available to begin serving on August 16, 2016 for a one-year term to end August 2017.

To Apply

Please send a resume and cover letter to Jared Azzone, HR Generalist, at jared@ourhouseshelter.org. In the email subject line, include the specific title of the position to which you are applying or "Year-Round VISTAs at Our House" if applying to more than one.

There will be two more steps to the application process once you send your resume and cover letter.

All positions must be filled by July 1st. Priority will be given to applications completed by June 17th.

Our House is a drug-free workplace