



**vermont affordable housing coalition**

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**Position: AmeriCorps VISTA member- Communications and Outreach Coordinator**

The Vermont Affordable Housing Coalition ([www.vtaffordablehousing.org](http://www.vtaffordablehousing.org)) is looking for an AmeriCorps VISTA member to serve in the following capacities:

- Assist the Steering Committee and Coalition consultant by gathering and disseminating information to Coalition members and the public.
- Manage all electronic and print media of the Coalition, including a website and newsletter.
- Work on a team of organizations and community residents to organize, promote, and coordinate positive opportunities for youth in three mobile home parks in the state.
- Attend meetings of allied coalitions and provide outreach to the community.
- Provide assistance to the Steering Committee and Coalition through researching and writing grants to ensure the sustainability of VAHC.
- Coordinate activities that increase awareness of housing needs data, by publicizing reports and planning conferences and trainings.
- Provide interface with regional and national partners by attending conferences, training, and meetings.
- Meet requirements of Vermont Youth Tomorrow, which include: submit weekly comprehensive timesheets, quarterly reports, and quarterly newsletter articles; attend monthly training sessions and meetings in Montpelier; research and write a community profile; create a legacy manual; and participate in Dr. King Day activities.

**Qualifications include:**

- Bachelor's degree
- Interest in fields of affordable housing and youth development
- Self-starter attitude and ability to work independently
- Well-developed research, writing, and editing skills
- Excellent computer skills and knowledge of web-based media
- Commitment to serve as an AmeriCorps VISTA member and agree to the protocol set forth by the Corporation for National and Community Service (CNCS)
- Experience in the field of housing, youth programming, website development, grant-writing experience and a commitment to social justice are all a plus.

A modest living allowance is provided, as well as an end of service stipend of \$1,200 or education award of \$5,350. For a complete summary of benefits visit [www.americorps.gov](http://www.americorps.gov). Health benefits are included, as well as personal and medical leave time. A car is recommended.

The position is open until filled, and the start date will be August 2010. The placement is for one year from the start date. Interviews will be conducted in June.

For more information, and to apply, please fill out an application at [www.americorps.gov](http://www.americorps.gov) AND send resume and cover letter with two references to:

**Marissa Fischer**

**[marissa@vtaffordablehousing.org](mailto:marissa@vtaffordablehousing.org)** (note: electronic submission is preferred)

**275 Northgate Road  
Burlington, VT 05408**