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| Position Title: | AmeriCorps VISTA Project Coordinator |
| Department: | Statewide Initiatives |
| Reports To: | Chief Operating Officer |
| Salary: | This position starts at \$48,500 annually and is negotiable depending on experience |
| Position Type: | Full-time, Exempt |
| Additional Information: | <p>No specific degree is required for this position. Interested candidates should highlight any education, training, or experience that will help them thrive in this position.</p> <p>This position is grant-funded until 8/23 2025 and will continue if additional funding is awarded.</p> |
| Deadline to Apply: | Open until Filled |
| Date Created/Revised: | 8/30/2024 |

DESCRIPTION:

THN is seeking a personable and energetic team member to join us as an [AmeriCorps VISTA](#) Project Coordinator to manage our statewide team of AmeriCorps VISTA members. The position will require a commitment to enhancing the capacity of our organization and other Texas-based non-profits to serve vulnerable populations. As the Project Coordinator, you will primarily be responsible for meeting with current VISTA members, and site supervisors, and recruiting for open positions.

ABOUT THN

Incorporated in 1991, Texas Homeless Network (THN) is a 501(c)(3) non-profit organization that is dedicated to addressing homelessness statewide through education, resources, and advocacy. THN provides training and technical assistance on best practices to prevent and end homelessness. THN serves as the lead agency, Collaborative Applicant, and Homeless Management Information System (HMIS) lead agency for the TX BoS CoC, which covers 215 counties in the state.

QUALIFICATIONS:

Required

- Passion for justice, equity, and the desire to work toward the goal of ending homelessness
- Understanding and commitment to THN’s mission, programs, and initiatives
- Proficient in Microsoft Office products (Word, Excel, and PowerPoint)
- Desire to engage in personal and organizational growth toward building equitable systems and responses to the housing crisis
- An understanding of homelessness and the role homeless crisis response systems play in ending homelessness
- Ability to manage multiple tasks simultaneously and meet multiple deadlines
- Excellent time management and organizational skills, detail-oriented, and the ability to work both independently with general supervision and as part of a project team

- Strong verbal and written communication skills
- Excellent customer service skills
- Criminal Background Check

Preferred

- Experience working with people experiencing homelessness, lived experience of homelessness or housing instability
- 1 to 3 years of relevant work experience &/or experience with National Service programs; completed term(s) with AmeriCorps
- Knowledge of AmeriCorps federal regulations, provisions, and other AmeriCorps VISTA-specific program directives
- AmeriCorps VISTA program and member management experience

WHAT YOU'LL DO:

VISTA Project Coordination, Evaluation, and Reporting (55%)

- Run a recruitment campaign for members; ensure outreach is equitable for potential candidates of different ages, genders, sexual orientations, races, ethnicities, disabilities, and socioeconomic status
- Ensure that the racial, cultural, and class diversity within the team is honored and taken into consideration when developing and implementing dialogue and training
- Provide oversight to VISTA-related finances and sub-site billing, if applicable with the Chief Financial Officer, Chief Operating Officer, and President/CEO
- Maintain record-keeping systems for the program and improve as needed
- Contribute to and assemble program-related reports for AmeriCorps grant
- Assist with all grant-related duties, including grant writing and reporting requirements (financial, progress reports, supplemental, etc.)
- Review, verify, analyze, and document program performance, progress, and impact via regular programmatic reports from sites
- Attend meetings and coordinate virtual VISTA program FAQ sessions to increase awareness and understanding of the program and its functions
- Prepare and assist in the preparation of written materials for printing and distribution (e.g., flyers, newsletters, promotional advertisements, posters, press releases)
- Respond to questions from members and external groups regarding the program
- Work closely with the AmeriCorps Regional office to maintain compliance and respond to any directives
- Coordinate with the COO to gather data and stories on the VISTA program to inform and highlight the program to funders and constituents via required federal reporting, media releases, and other online communication outlets
- Other duties needed to help fulfill THN's mission and values will be assigned

Member Support (25%)

- Provide oversight and guidance to THN VISTA Leader(s)
- Support candidates throughout the member recruitment and placement process
- Orient and onboard AmeriCorps VISTA members
- Identify and assemble subject matter for training, courses, curriculum, and training modules for AmeriCorps VISTA Members
- Assist members with the development of related project training curricula and training plans for community partners
- Meet regularly with each VISTA member, providing ongoing coaching, supervision, and feedback
- Create and present trainings and host a resource-sharing space for members along with the VISTA Leader

- Meet Quarterly with each VISTA Member and their Site Supervisor to ensure project goals and activities are being met and to provide support for the member
- Track project progress through Monthly Reports and Bi-Weekly timesheets
- Provide guidance and intervention if necessary with sensitive matters

VISTA Host Site Support (20%)

- Work with host sites on member recruitment and the placement process to include selecting and conducting a phone interview with qualifying candidates before recommending to subsites
- Develop and revise Volunteer Assignment Descriptions for new VISTA members
- Supervise or provide management support to supervisors of VISTA members placed at THN
- Provide technical assistance to subsites for developing strong VISTA projects
- Identify and assemble subject matter for the training of site supervisors; train and orient site supervisors
- Meet regularly with the VISTA Site Supervisor providing ongoing support and feedback
- Site recruitment and rapport building with a specific focus on projects in underrepresented and/or under-resourced communities
- Conduct site visits to host sites throughout the year, as necessary
- Work to identify non-compliance issues and develop recommendations to management on steps to resolve non-compliance ranging from corrective action plans to termination of site placements
- Develop and monitor corrective action plans for sites in assigned THN's portfolio. Keep the COO and President/CEO informed of all significant developments and immediately alert management of any possible signs of fraud or mismanagement of resources

WORKING CONDITIONS:

- General office-related work at the THN offices or in a remote location
- Applicant's primary residence must be located in the State of Texas
- Must be available to travel within Texas up to 10% of the time annually with two weeks' notice when possible
- Available for nights and weekends during large projects like the CoC Program NOFO, or other funding competitions. Unlikely to be more than once per quarter

BENEFITS:

- THN offers generous employee benefits including:
 - 100% employer-paid health, dental, and vision insurance, and 50% employer-paid for dependents
 - 2% employer matching 401(k) retirement plan
 - Paid time off such as holidays, self-care days, and winter break
 - 12 weeks of paid parental leave
- Flexible work schedule and opportunity to remote work with supervisory approval

APPLYING:

Are you intrigued by this job announcement but don't meet every single requirement? THN is committed to employment equity, and building a diverse and inclusive workplace. If you're excited about this position but your experience doesn't line up perfectly, please apply anyway.

Email a resume to hr@thn.org. This position will remain open until filled. Only those selected for an interview will be contacted. Please include "AmeriCorps VISTA Project Coordinator" in the subject line of all communication about this position.

THN is an equal-opportunity employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including those with a lived experience of homelessness; people of color, LGBTQ-identified people, gender-nonconforming people; as well as individuals with disabilities, veterans, and people who speak a language in addition to English.

INTERVIEW PROCESS:

What to expect as an applicant for a THN position:

- The applicant will receive an email from Human Resources/Hiring Manager to schedule an interview
 - Currently, all interviews will take place virtually
- The applicant will receive interview questions before the interview
- The applicant will be notified via email promptly if an additional interview is required or if they will not be moving forward in the hiring process
- After the final interview, selected applicants will schedule a phone call with the President/CEO
- Once final employment decisions are made, all applicants will be notified of the decision via email