

VISTA Capacity Building Project Position Description

Position: VISTA Leader

Supervisor: Lynn Ward, Project Supervisor, Director of Operations and Finance

Summary of Position: The VISTA Leader will collaborate with, mentor and organize our VISTA members to assist the Native American Youth and Family Center (NAYA Family Center) in building organizational capacity. The VISTA Leader will assist in the development of strategies to refine and enhance NAYA Family Center's capacity and capabilities for managing resources. Systems refinement will increase NAYA Family Center's efficiency and effectiveness and allow NAYA to reach its agency goal of improving Native American family stability and promoting Native American self-sufficiency in the Portland Metro Area.

Duties and Responsibilities: The VISTA Leader will work directly with the Project Supervisor in meeting the overall goal of recruiting, training and supporting NAYA Family Center's VISTA members and aiding them in the development of capacity building systems. This person will participate in the following activities:

- A: Serve as the primary liaison between the VISTA members, the Project Supervisor, NAYA staff, and the AmeriCorps State Office.
- B: Coordinate recruitment and orientation of members and assist in the facilitation of a positive service experience for all VISTA members.
- C: Assist in the planning and coordination of on-site orientation and training, development of a training calendar, and identification of training opportunities throughout the greater community.
- D: Maintain an awareness of AmeriCorps*VISTA policies, procedures, outcomes, expectations, with members and staff in the fulfillment of roles.
- E: Monitor individual and group progress including member development, needs assessment, and solutions to improve processes.
- F: Monitor the quarterly and annual reporting process including work plans, inputs, outcomes, and goal setting.
- G: Assist the Project Supervisor, Managers, and VISTA members in the assessment, identification, and implementation of technology to enhance and further the capacity of the agency.
- H: Advocate for national community service by acting as an ambassador within the community and by coordinating with the AmeriCorps State Office on efforts to enhance member recruitment and professional and personal development.

Preferred Qualifications: This position requires skilled communication and conflict mediation proficiency. The VISTA Leader should have meeting facilitation and group training experience. Pertinent background may include general mentoring experience and/or an educational background in language

arts, technical writing, social services or business, administration. Additional qualifications sought include:

- Excellent project management, meeting facilitation, and group training skills.
- Ability to listen and communicate VISTA and community concerns to management.
- Detail oriented, preferably with strong analytical skills.
- Computer literacy in Microsoft Office Suite and proficient at data entry and systems applications.
- Knowledge and experience in nonprofit agencies is preferred.
- Knowledge of, or willingness to learn about, Native culture and issues.
- Spirit of cooperation, ability to work as part of a team and willingness to seek out and build relationships.