



## **VISTA Leader, Rural Energy Efficient Retrofit**

Through collaboration with AmeriCorps VISTA, the North Carolina Association of Community Development Corporations (NCACDC) is hiring a VISTA Leader to work in our Raleigh NC. The work of the VISTA Leader will focus on supporting Field Associates as they help their placement sites expand energy efficiency and housing rehab programs in the local community and building the capacity of the placement organization. Dates of service are November 5, 2011 to November 2, 2012.

### **Major responsibilities may include:**

- Daily interaction with Field Associate VISTAs
- Planning and staffing VISTA training events
- Gathering data on program outcomes and outputs
- Producing progress and outcome reports
- Resource development and fundraising
- Recruit and support volunteers using ISOTURE model

In addition to primary responsibilities, all VISTAs will be involved in a group project directed by NCACDC's. VISTAs will receive training in the programs and financial products they are promoting in the community, as well as the history and philosophy of community development. VISTAs will also receive training and resource materials on effective communication and marketing and ISOTURE volunteer model.

### **Prospective candidates will exhibit the following characteristics:**

- High school diploma or GED, some college preferred
- Successfully completed at least one VISTA assignment
- Knowledge of community development, affordable housing development, housing rehab and/or energy efficiency
- Proficient in Microsoft Office applications and the use of standard office technology.
- organized and self motivated
- able to work flexible 35 to 40 hour weeks, including some evenings and weekends
- able to attend mandatory training in Atlanta November 1-4
- young adults from eastern NC, former members of the military, and military family members, and recent college graduates from eastern NC are encouraged to apply

### **Benefits include:**

- A stipend, paid biweekly
- Your choice of an end-of-year education award or cash benefit
- Health benefits
- A year of federal jobs hiring preference

How to apply: All candidates must apply through [www.MyAmeriCorps.gov](http://www.MyAmeriCorps.gov). Final candidates must undergo a criminal background check and FBI fingerprinting. Criminal records do not necessarily disqualify you from becoming a VISTA.

*The North Carolina Association of Community Development Corporations is an equal opportunity employer.*