



The Pennies from Heaven Foundation is seeking a full-time **AmeriCorps VISTA Member** to assist with the Launch of the Mason County Promise Zone. The successful candidate will possess excellent communication and organizational skills, a passion for creating hope and opportunity for our youth, knowledge of the K-12, and post-secondary educational system, and the ability to travel between Muskegon and Mason Counties. Diversity and inclusion are important values of the Foundation and we are committed to striving for a diverse workforce, made up of staff that represents the community we serve.

Position Title: AmeriCorps VISTA member
Reports To: Pennies from Heaven Executive Director

General Summary:

The AmeriCorps VISTA Member will create a career and college-going culture in Mason County by implementing the Mason County Promise Zone. The Member will: work closely with PFH staff to develop program materials; design and implement communication plans; schedule events; and coordinate communications with Promise Zone Authority Board, schools, teachers, parents. The Member must also fulfill training and service opportunities as required by the AmeriCorps Program.

Principal Duties and Responsibilities:

1. Coordinate program materials such as plan of authority, bylaws, application, etc.
2. Create data tracking systems, and work with schools to make sure all districts implement
3. Develop a communication/marketing strategy for school districts, community college, etc.
4. Coordinate Promise Zone Scholarship distribution for the 2018-2019 school year
5. Work with leadership team to finalize program evaluation metrics
6. Develop parent and student engagement strategy

Knowledge, Skills, and Abilities:

- Strong computer skills. Experience with Microsoft Word, Excel, and Publisher. Additional design and communications experience a plus.
- Substantial public contact requiring excellent communication skills.
- Written and oral communication skills required.
- Organized, with attention to detail and strong follow-through skills.
- Ability to work on own initiative.
- Analytical and planning skills are a necessity.

Compensation: This AmeriCorps VISTA position is full time (37 hours per week), and requires a one-year terms from August 2018-August 2019. Members are provided an annual living allowance of \$12,277.72 as well as an end-of-service award of either a cash stipend (\$1,800) or education award (\$5,920). The position also provides VISTA Health Benefit Plan, as well as travel and expense reimbursements.

To Apply:

Submit a resume and cover letter to Monica Schuyler monica.schuyler@pfhf.org by June 22, 2018. To learn more about the work of the Foundation, visit our website, www.pfhf.org