



community foundation®

Muskegon County

The Community Foundation for Muskegon County is seeking a full-time **AmeriCorps VISTA Member** to implement a Childhood Savings Account (CSA) program. 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 educational system, and the ability to travel between Muskegon, Oceana, and Mason Counties. Diversity and inclusion are important values of the Community 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
Department: Grant Programs
Reports To: Director of Grantmaking and Communications Director

General Summary:

The AmeriCorps VISTA Member will create a career and college-going culture in Muskegon, Oceana, and Mason Counties by implementing a Childhood Savings Account (CSA) Program. The Member will: work closely with CFMC staff to develop program materials; design and implement communication plans; schedule events; and coordinate communications with schools, teachers, parents, and financial institutions. 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 parent packets, school promotion, etc.
2. Work with schools to make sure all districts implement evaluation metrics
3. Coordinate roll-out of CSA program and Kindergarten round-up for the 2018-2019 school year
4. Develop a communication strategy for kindergarten teachers and school districts
5. Work with financial partner(s) to develop the student and family financial literacy engagement strategy
6. Develop ongoing communication strategy for schools, teachers, parents, and students
7. Work with leadership team to finalize program evaluation metrics
8. 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 2017-August 2018. Members are provided an annual living allowance of \$11,880 as well as an end-of-service award of either a cash stipend (\$1,500) or education award (\$5,815). The position also provides VISTA Health Benefit Plan, as well as travel and expense reimbursements.

To Apply:

Submit a resume and cover letter to Lurinda Aley at laley@cffmc.org by May 22, 2017.

To learn more about the work of the Foundation, visit our website, www.cffmc.org