



Capacity Building VISTA Volunteer Job Description

****11 paid positions – We will train you!****

POSITION SUMMARY:

As a Capacity Building VISTA member, you will play a vital role in strengthening the network of organizations serving the diverse populations of Miami-Dade County. By supporting selected organizations, you will help enhance their capacity to deliver essential services effectively. Your assignment will involve working directly with The Carrie Meek Foundation's grantees, both on site at their locations and at the Foundation's headquarters in Opa-locka, Florida. Through your efforts, you will contribute to creating a more robust and sustainable ecosystem of organizations dedicated to improving the lives of Miami-Dade County residents.

This is a full-time, 12-month position starting in July 2023. The VISTA member will be required to attend a pre-service orientation and participate in ongoing training and professional development throughout their service year. The VISTA member will be supervised by the host site supervisor and work collaboratively with other VISTA members and the VISTA leader. The position may require occasional evening and weekend work. The Carrie Meek Foundation is an equal opportunity employer and welcomes applications from individuals with diverse backgrounds and experiences.

KEY RESPONSIBILITIES:

- Collaborate with assigned The Carrie Meek Foundation's grantees to build their capacity in one or more of the following work areas: Program/Event Planning and Management, Fiscal and Fundraising Capacity Building, and Community Engagement/Marketing.
- Conduct research and provide recommendations on best practices in capacity building for assigned grantees.
- Develop and implement strategies to increase the effectiveness of the grantees' programs and services.
- Develop and manage relationships with community partners, stakeholders, and volunteers to support capacity-building efforts.
- Assist in the planning and execution of events, including fundraisers, for assigned grantees.
- Collaborate with other VISTA members and the VISTA leader to participate in group activities that provide valuable career and education-enriching knowledge and experience.
- Provide regular reports to the VISTA leader and host site supervisor on progress, challenges and successes.

QUALIFICATIONS:

Previous AmeriCorps experience a plus
Strong commitment to service and building underserved communities
Bachelor's degree a plus
Strong organizational, project management, and problem-solving skills
Passion for learning and personal growth
Reliable transportation is required

BENEFITS:

Most benefits will be provided by AmeriCorps:

- Living allowance of \$800 every 2 weeks; End-of-Service Award (education award of \$6,345 or cash stipend of \$1,800)

- Healthcare benefits
- Mileage reimbursement
- Paid childcare reimbursement (if eligible)
- Relocation assistance (if eligible)
- Professional development and training opportunities
- Non-competitive eligibility for federal jobs after completing service

PLEASE EMAIL RESUME TO: Sue@CarrieMeekFoundation.org.

HOST SITE: Carrie Meek Foundation, 4000 NW 142 Street, Opa-Locka, FL 33054

Established in 2001, The Carrie Meek Foundation advances U.S. Congresswoman Carrie P. Meek's vision for civically engaged, well-resourced and resilient communities. We are the legacy in action of one of the most visionary and impactful public servants in American history.

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