

2019-2020 ALLIANCE AMERICORPS VISTA

Market Development VISTA

Title: Market Development VISTA
Placement Site: Search Institute
Service Term: August 5, 2019 – August 3, 2020
Contact: Melissa Orrey, HR Manager
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612-399-0204

Are you passionate about positive youth development? Would you like to be a part of a team that helps young people be and become their best selves? Consider joining Search Institute's team as an AmeriCorps VISTA, working towards creating a world where all young people are valued and thrive.

Search Institute Overview

For nearly 60 years, Search Institute has been a leader and partner for organizations around the world in discovering what kids need to succeed. Our research, resources, and expertise help our partners in organizations, schools, and community coalitions solve critical challenges in the lives of young people.

VISTA Responsibilities

The 2019-20 Market Development VISTA will be focused on conducting market research, identifying technology opportunities and establishing processes and databases that will provide data for informed decision making and ultimately allow Search Institute to better serve clients, partners and funders. The main activities for this position will be:

- Gather market research on the interests and opportunities with targeted organizations (e.g. schools, after school programs, summer programs)
- Design and implement the system to track the performance and effectiveness of marketing and communications activities
- Design and implement a process to capture information (quantitative and qualitative) on the impact of Search Institute's work with clients and partners.
- Research and develop a database of potential funding sources for client organizations which would like to partner with Search Institute to improve the success of the youth they serve.
- Develop and implement the process for identifying and responding to grant opportunities which are aligned with Search Institute's mission and strategic goals.

Alliance VISTA Responsibilities

- Create or improve data systems to increase organization's ability to track, evaluate, and replicate positive youth interventions
- Develop and implement a process for recruiting volunteers and caring adults to work with youth in areas such as mentoring, tutoring, civic engagement and college/career exploration
- Convene partners to align goals and activities
- Assess community needs and conduct asset mapping
- Research best practices relating to educational equity (ex. access to reliable transportation, ensuring quality data is available and used to target students, providing effective alternative pathways and additional time to earn a diploma, etc.) and conduct literature reviews
- Reduce/eliminate duplication in educational equity efforts
- Identify and integrate best practices into communities and organizations
- Create resources and materials to help inform the community and disseminate information

AmeriCorps Eligibility Requirements

- Must be at least 18 years old
- Have a high school diploma or GED
- Be a U.S. Citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- *Please note that final candidates will be required to successfully pass a background check before being officially enrolled as an AmeriCorps VISTA Member.*

Alliance VISTA Qualifications

- Interest in youth, service, education, and non-profit work
- Strong written and oral communication skills
- Ability to deal effectively with a variety of tasks, priorities, and people in order to meet goals
- Self-motivated, able to work in a team, take initiative and work independently
- Able to present oneself in a highly professional manner and be an ambassador of the program

Site Qualifications

- Bachelor's degree
- Work or volunteer experience with organizations serving youth, families or underserved communities
- Strong organizational skills with the ability to multitask, develop realistic goals, and effectively prioritize and meet deadlines
- Excellent communication skills with the ability to develop clear and concise written communications for varied audiences
- Ability to work independently as well as cooperatively in a team environment
- Excellent analytical and organizational skills; detail oriented
- Strong skills and interest in enhanced use of technology
- Proficient in Microsoft Office, Google Apps and database
- Knowledge of current grant administration practices, methods, resources, and standards is helpful

Weekly Schedule

- Monday – Friday 8:30am – 5:00pm
- AmeriCorps VISTA Members serve in a full time capacity for a minimum of 40 hours per week during their term of service
- AmeriCorps VISTA Members may NOT be in school full-time or have another full-time position and serve with the Alliance

Benefits

As a full-term AmeriCorps member, VISTAs serve full time for 12 months & receive: Modest Living Allowance (approximately \$472 pre-tax biweekly); Health Care Allowance (~\$7,900 that can be applied to any out of pocket costs, cannot go towards premiums, non-essential health expenses, or dependents); Qualified Student Loan Forbearance; \$6,095 Education Award or cash stipend (approx.. \$1,800) upon successful completion of service; Ongoing, extensive support and training. For VISTAs relocating more than 50 miles: \$750 settling-in allowance in addition to mileage reimbursement.

TO APPLY: Please visit <https://mnyouth.net/amicorps> or contact the site contact listed above.

For general questions about serving as an AmeriCorps member through Minnesota Alliance With Youth, please contact our Recruitment Team at recruitment@mnyouth.net or 651-587-0531.

Please note:

- *We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation.*
- *This position may not displace another employee or position in any way*
- *Reasonable accommodations provided upon request for interviews and service activities.*
- *This document is available in alternative formats.*