



Workforce Development Associate VISTA Job Description

Overview: Beyond Housing is a nationally recognized community development organization that works to strengthen families and transform underserved communities to create a stronger, more equitable, and prosperous St. Louis region for all. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be ~ every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position Summary: The Workforce Development Associate VISTA will work to develop and build capacity of Beyond Housing's supportive services for workforce development. The VISTA will work closely with Beyond Housing program staff and other VISTA servicemembers, external workforce development partners and local resource providers to develop systems, partnerships, programming, and trainings to better serve Beyond Housing's program clients in addressing employment, education and entrepreneurship needs. Work will be performed at Beyond Housing's headquarters with the option to work remotely at times.

Essential Functions/Responsibilities:

- Conduct and present research investigating the primary obstacles preventing 24:1 resident from securing higher wage employment or starting their own businesses
- Develop and maintain information around employment and education opportunities, local businesses and anchor institutions, job fairs/expos and other resources related employment opportunities available for 24:1 resident
- Develop and maintain a list of local businesses and information on small business resources and support that are available in the 24:1
- Help facilitate internal and external meetings on workforce development
- Support the development of specialized employment and education supportive services, including but not limited to collecting and analyzing data, identifying program partners, documenting workflows and making recommendations for improved case management protocols
- Cultivate pipeline for local employment in living wage jobs by facilitating connections between job seeking 24:1 residents and hiring employers, recommending strategies to increase internal recruiting and hiring, and creating an onboarding/orientation packet for the Forestry team's Native Stewardship Program
- Support the development of supportive services for small businesses, including but not limited to using research on challenges and available resources to recommend strategies, identifying and engaging

mentors and subject area experts to participate in supportive programming, planning 24:1 Small Business Network events, and supporting the implementation of the Entrepreneur-In-Residence program

- Train program staff on referral protocols, resources, and programming
- Track program participation and develop recommendations for improvements and expansion, to include data entry, analysis, and evaluation in partnership with Evaluation department
- Work cross-programmatically to ensure that employment supports, and small business supports are integrated and aligned with the work of other internal teams; support other teams with projects/events related to workforce development, including but not limited to Career Day for Normandy Schools and hiring for the Forestry team's Native Stewardship Program
- Participate in Beyond Housing employee trainings and events

Core Competencies:

- Collaborative -- A dynamic personality that is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- Creative and Curious -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- Methodical -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action through strong program design and evaluation.
- Reliable -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines. Excellent oral and written communications skills.
- Trusted -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- Driven -- Passion for the work and an interest in continuous learning and improvement

Experience and Qualifications:

- Bachelor's Degree in social work, urban studies, public policy, sociology, anthropology or related field preferred
- Professional or volunteer experience in workforce development, community development, or social services
- Project development and management experience
- Experienced working in community-based setting
- Culturally competent in communicating, educating, and collaborating with low-income families
- Familiarity with Normandy Collaborative and 24:1 area
- Ability to self-direct
- Strong interpersonal skills
- Strong verbal and written communication
- Adaptability and flexibility; ability to work in a dynamic environment
- Working knowledge of Microsoft Office Suite, including, Word, Excel and PowerPoint
- Knowledge of community support and resources

Supervisor:

- Economic Development Manager

Supervises:

- None

Salary and Benefits:

- This is an AmeriCorps VISTA service opportunity. AmeriCorps VISTA members receive an annual living allowance of \$17,600 to cover basic expenses plus the following benefits:
 - Choice of End-of-service Segal Education Award (valued at approximately \$6000) to pay for a range of education expenses or a \$1800 cash stipend
 - Option to defer student loan payments until the end of the service year
 - Professional development training
 - Other benefits, including relocation allowance, childcare assistance, mileage reimbursement for service-related travel, and health care options
 - Federal non-competitive eligibility
 - To learn more about AmeriCorps VISTA, visit here:
<https://americorps.gov/serve/fitfinder/americorps-vista>

Application Instructions:

- Please send resume and cover letter in MS word format to hr@beyondhousing.org.
 - Applicants must also apply through [Americorps.gov](https://americorps.gov). A direct link to the AmeriCorps VISTA Workforce Development Associate listing can be accessed here:
<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=114415>

Beyond Housing believes that each individual is unique and we are committed to respecting the diversity of all individuals. We strive to move beyond simple tolerance, embracing and celebrating the differences contained within each of us, making us stronger as whole.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement: At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.