



Volunteer and Events Associate (VISTA)

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house a home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. 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: The Events and Volunteers Associate is an [AmeriCorps VISTA position](#) who will be responsible for helping Beyond Housing recruit and manage volunteers, as well as assist with fundraising events. It's a varied position with lots of room to lead and grow professionally and would be perfect for a recent college graduate looking to build their resume, develop new skills, and gain experience in a respected community organization. On a day-to-day basis, this job will involve recruiting volunteers, supervising service projects, inventing ways to convert volunteers into donors, and building better processes to help manage volunteers. The ideal person will have strong people skills to help work with volunteers and event attendees, as well as being analytical and capable of developing new processes and procedures.

Responsibilities include:

- Recruiting volunteers, especially corporate and community volunteers
- Designing systems to collect and manage volunteer information
- Finding innovative ways to thank our volunteers and make them feel appreciated
- Work with volunteers at project sites
- Conduct research on potential corporate supporters and develop plans to engage them

Preferred Experience and Qualifications:

- Bachelor's degree (preferred)
- Interest in learning about community development, volunteer management, events, and fundraising
- Strong communication skills – both written and inter-personal
- Analytical, well organized, and ability to think ahead

Personal Qualities:

- **Collaborative** -- A dynamic personality who 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.
- **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.
- **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.

Supervisor:

Assistant Director of Development

Salary and Benefits:

This position is through AmeriCorps VISTA and has a living allowance and benefits as provided by the Center for National and Community Service [click here for more information](#).

Application Instructions:

Please send resume, cover letter, and salary requirements to HR@BeyondHousing.org.

For more information on Beyond Housing, visit www.beyondhousing.org

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.

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.