



Workforce Development Associate VISTA Job Description

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 ~ 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 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 external workforce development partners to develop systems, partnerships, programming, and trainings to better serve Beyond Housing's program clients in addressing employment needs.

Essential Functions/Responsibilities:

- Conduct and present research on unemployment and underemployment in the 24:1 Community, including but not limited to: why the unemployment rate is higher than the regional level; investigating conditions that create the underemployment in the community, and investigating the primary obstacles to preventing residents from finding employment or higher wage employment
- Help facilitate internal and external meetings on workforce development
- With program partners and the Beyond Housing Workforce Development Committee, complete and support implementation of the 2021-22 workforce development action plan to include goals, strategies, activities, and roles and responsibilities of BH staff and partners
- Develop and maintain information around employment opportunities, local businesses, job fairs, and other related employment opportunities for 24:1 residents
- Support development of the 24:1 Workforce Development Pipeline, to connect 24:1 residents to living wage local employment and to connect 24:1 employers to quality employees
- Identify and secure workforce development referral and Pipeline partners and determine partner roles
- Develop and update workforce development referral list for Beyond Housing program staff
- Identify participants of the Workforce Development Pipeline program in coordination with Beyond Housing program staff
- Develop Workforce Development Pipeline program materials
- Develop and lead public presentations on Workforce Development Pipeline to prospective partners, employers, and participants
- Support development of workforce development assessments and intake forms for program participants
- Develop and conduct trainings for program staff regarding workforce development resources, referral partners, implementation of the Workforce Development Pipeline



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- Support development of internal case management system for workforce development services to support rental residents, Normandy families and other program clients
- Track program participation and conduct data entry, data analysis, and program evaluation in partnership with Evaluation department
- Develop recommendations for program changes and expansion
- Participation 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 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:

- Deputy COO

Supervises:

- None

Salary and Benefits:

- This is an AmeriCorps VISTA service opportunity. AmeriCorps VISTA members receive an annual living allowance of \$13,400 to cover basic expenses plus the following benefits:



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- 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, child care 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/finder/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. 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=104913>

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.

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.