



## Guiding Opportunities AmeriCorps VISTA Leader

### **About Cities of Service**

Cities of Service is a nonprofit organization that helps mayors build stronger cities by changing the way local government and citizens work together. We help coalition cities tap into the knowledge, creativity, and service of their citizens to help identify and solve critical public problems. Cities of Service supports a coalition of more than 260 cities, representing over 73 million people across the Americas and Europe.

With a data-driven focus on creating measurable results, Cities of Service provides counsel, expert technical assistance, and proven resources to city leaders and their staff. We bring coalition members together to share best practices, expand networks, and deepen relationships. We also design and manage competitive grant programs for cities that leverage our expertise in advising and connecting cities.

### **About Guiding Opportunities**

The Guiding Opportunities (GO) program will build capacity in six cities to engage community members in the Opportunity Zone (OZ) planning process. VISTA members will develop the infrastructure for the city's OZ citizen engagement, expand partnerships with local community groups, coordinate workshops for relevant stakeholders, and support citizen-led activities in the community.

For its GO program, Cities of Service awarded each winning city \$25,000 to support community visioning and volunteer initiatives to engage citizens in the OZ planning process. In addition, two AmeriCorps VISTA members are placed in each winning city's city hall to serve as community engagement specialists to strengthen public trust and ensure that the people who can benefit the most from OZ investments have a voice in the process. The program is made possible with generous support from The Rockefeller Foundation as part of the recently launched [Opportunity Zone Community Capacity Building Initiative](#).



## Position Overview

Cities of Service is seeking an [AmeriCorps VISTA Leader](#) to be based in our New York City office. The VISTA Leader will offer coaching, professional development and technical assistance to a cohort of 12 AmeriCorps VISTA members and report to a Cities of Service Program Manager.

VISTA Leader responsibilities include:

- Conduct regular check-in calls with each VISTA member.
- Participate in check-in calls with grantee city leads.
- Foster a community of practice among VISTA members by hosting webinars, developing resources, managing a VISTA Slack workspace, group calls, and periodic in-person engagements.
- Provide project management support around metrics collection, reporting, and planning to grantee cities.
- Manage VISTA administrative record keeping, including PTO, monthly reports, call notes, and other items as needed.
- Share VISTA members' work with a broader audience through a monthly newsletter, written reports, and other mediums.
- Provide tools, techniques, and guidance to enhance VISTA project stability and sustainability.
- Support the recruitment and orientation of highly qualified VISTAs as needed.
- Make recommendations to improve and develop Experience Matters program systems and processes.

The Cities of Service Guiding Opportunities AmeriCorps VISTA Leader's term of service begins on **September 3, 2019**. The VISTA Leader will support two AmeriCorps VISTAs in each of the following cities:

- Atlanta, GA
- Dallas, TX
- Newark, NJ
- Oakland, CA
- St. Louis, MO
- Washington, D.C.



To see what some of our previous AmeriCorps VISTA members have learned during their years of service and what they are doing now, check out some of our [AmeriCorps VISTA member profiles](#) on the Cities of Service website.

### **Duration and Compensation**

This is a one-year, full-time AmeriCorps VISTA commitment commencing on September 3, 2019. A living stipend is provided and an additional end-of-service award is provided contingent on successful completion of the service year. Relocation assistance is provided as needed.

### **Qualifications**

- Must have completed at least 1 year of full-time service prior (AmeriCorps or Peace Corps)
- Some college preferred
- Experience working in community engagement preferred
- Leadership experience preferred

### **To Apply**

To apply for this position, please follow the link below:

<https://my.americorps.gov/mp/listing/viewListing.do?id=89703&fromSearch=true>

Or visit <https://my.americorps.gov/> and search for “Guiding Opportunities.”

If you have any questions, feel free to email [vista@citiesofservice.org](mailto:vista@citiesofservice.org)