



## AmeriCorps VISTA Summer Associate

### June 4 - August 5, 2018

Hudson River Housing, a community development and affordable housing agency located in Poughkeepsie, NY, seeks a full-time AmeriCorps VISTA Summer Associate. VISTA (Volunteers in Service to America) is a National Service program that works to eliminate poverty by placing members with non-profit agencies all across the country. The Summer Associate will be supervised by Hudson River Housing's Community Building & Engagement team and will work in a dynamic, fast-paced and community-centered environment. To learn more about AmeriCorps VISTA, please visit [www.americorps.gov/about/programs/vista.asp](http://www.americorps.gov/about/programs/vista.asp)

#### **Primary Duties:**

- Assist with coordination of a summer youth employment program
- Staff outreach and surveying table at public green spaces on Main Street
- Provide support for several large-scale community events
- Conduct outreach in a diverse, underserved community

**Schedule:** 35 hours/ week, flexible schedule with regular evening and weekend hours required

#### **Benefits:**

- \$542 bi-weekly stipend (approx. \$2,168 total) paid by AmeriCorps VISTA
- Choice of either a \$1,252 Education Award or a smaller cash award upon completion of service
- Professional development and training in community development and non-profit program management
- Mentorship by Hudson River Housing staff members

#### **Requirements:**

- 18 years+
- U.S. citizen
- Comfortable conducting outreach in diverse, underserved communities
- Responsible, self-motivated and able to work independently
- Basic computer skills including Google Suite and Microsoft Office
- At least some college experience, Associates or Bachelor's degree preferred

#### **Ideal candidates will:**

- have experience working with youth
- have strong verbal and written communication skills
- have strong leadership skills, and be comfortable directing volunteers
- have experience with social media promotions
- have strong organizational and time-management skills
- be interested in gaining experience in the community development field
- have some knowledge of the City of Poughkeepsie
- Bilingual English/Spanish candidates preferred

**Applications due Sunday, May 13<sup>th</sup>!** To apply, please send a resume, cover letter and contact information for 2 references to Lindsay Duvall at [lduvall@hudsonriverhousing.org](mailto:lduvall@hudsonriverhousing.org). For questions, please email Lindsay (preferred) or call 845-454-5176.