servePGH 2014-2015 AmeriCorps VISTA Information & Application

servePGH was launched in March 2011 to engage Pittsburgh's citizens in service and answer President Obama's national call to volunteerism. Through eight innovative servePGH initiatives, The City of Pittsburgh has engaged citizens in volunteer-fueled solutions to revitalize City blocks, restore vulnerable residents' homes, help middle-school youth navigate life's challenges, and more. Additional information about servePGH is available at servepgh.pittsburghpa.gov.

servePGH was created in partnership with Cities of Service, a bipartisan coalition of more than 150 mayors who have committed to working together to engage citizens in addressing pressing city needs through impact volunteerism. Additional information about Cities of Service is available at citiesofservice.org.

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servePGH, housed within Mayor William Peduto's Office, is now accepting applications for three **servePGH 2014-2015 AmeriCorps VISTA members** to work on a variety of high-impact service initiatives designed to impact Pittsburgh neighborhoods and youth.

Position:

Applications are being accepted for a Neighborhood Service Associate, Community & Youth Engagement Associate, and Sustainability Service Associate.

Schedule:

Each of these AmeriCorps VISTAs will serve full-time for a period of one year, from July 2014 to July 2015. Some weekend and evening hours may be required. VISTAs are also required to attend a mandatory pre-service orientation.

Benefits:

VISTAs will receive a living allowance of $946/month, before taxes. They will also have the option to enroll in the VISTA Health Benefits Program. VISTAs who complete their year of service may receive either a $1,500 cash award or a Segal Education Award, amounting to $5,550. This award, which is subject to taxation, can be applied to any federally backed loan or used to pay tuition in the future.

NOTE: *Per the policy of the Corporation for National and Community Service, VISTAs cannot engage in additional paid work during their year of service. For detailed information about AmeriCorps VISTA, including member benefits, please visit:* http://www.americorps.gov/about/programs/vista.asp.

Application Process:

Please see pages 6 and 7 for the application, which can be submitted via email to servepgh@pittsburghpa.gov or via mail to: Office of Mayor William Peduto c/o servePGH, 512 City-County Building, 414 Grant St., Pittsburgh, PA 15219.

NOTE: Candidates must complete an online application through the Corporation for National and Community Service's My AmeriCorps site (my.americorps.gov) by Friday, May 23rd, 2014.

Application Release	**April 7, 2014**
Application Deadline	**May 23, 2014 or until filled***
Interviews	**Ongoing**
servePGH VISTA Announced	**June 2014**
VISTA Pre-Service Orientation	**July 21, 2014 – July 24, 2014**
Program Duration	**July 25, 2014 – July 28, 2015**

**Applicants are encouraged to apply early, as interviews will be ongoing.*

AmeriCorps VISTAs will be required to complete a criminal background check and child abuse clearance as a part of the application process.

About AmeriCorps VISTA

AmeriCorps VISTA members commit to serve full-time for a year at a nonprofit organization or local government agency, working to fight illiteracy, improve health services, create businesses, strengthen community groups, with the ultimate goal to eliminate poverty in the United States. In Pennsylvania, there are currently over 200 VISTAs serving on 30 projects.

servePGH 2014-2015 AmeriCorps VISTA Positions

VISTA Position	Brief Project Summary
Community & Youth Engagement Associate	The Community & Youth Engagement Associate will coordinate key activities associated with the Promise Coaches Campaign, which empowers adults to guide young people in their lives through high school and higher education, with the goal of raising the graduation rate in Pittsburgh. In addition, the Associate will coordinate key activities for the Mayor's Mentoring Initiative, a program that allows City Employees to serve as mentors during the work week. The Associate will be responsible for building and maintaining partnerships, growing program capacity, and developing and carrying out a sustainability plan for both programs. Specific responsibilities will include: • Continue to develop partnerships with key organizations/community groups across the City and within City Departments • Create a plan to increase volunteer recruitment, outreach, and retention for both initiatives • Cultivate and manage network of volunteers that shares best practices, and supports outreach and recruitment • Represent campaign/program publically • Coordinate workshop schedules and develop outreach materials • Update Promise Coaches curriculum and educational resources • Develop additional methods for tracking and communicating both long- and short-term metrics • Grow the Mayor's Mentoring Initiative and create long-term sustainability plan • Secure additional funding, as needed
Neighborhood Service Associate	The Neighborhood Service Associate will coordinate and streamline the Love Your Block Program, a volunteer-fueled initiative that engages community members in tackling issues of neighborhood blight and poverty. By providing small competitive grants and City services to community groups, the program achieves measurable impact in local communities and strengthens social capital. Specific responsibilities will include: • Streamline the application process and program delivery, while building capacity for new partnerships for the fall 2014/spring 2015 season • Outreach to local nonprofits and community organizations to grow the applicant pool

	• Build internal and external partnerships to provide more resources for low-income community partners • Oversee projects and refine system of project delivery for all projects. • Secure funding for future Love Your Block projects • Work with City Departments and local nonprofits to coordinate efforts that utilize best practices and implement long-term sustainability plan
Sustainability Service Associate	The Sustainability Service Associate will serve as coordinator for the Sustainable Home Improvement Partnership (SHIP). SHIP is a collaboration of home repair agencies in the Pittsburgh region that work together to provide more comprehensive home repairs and weatherization services in for low income elderly, disabled and veteran residents. • Further develop an infrastructure for regional home repair agencies to collaborate on weatherizing and improving the homes of veterans and other disadvantaged residents • Serve as primary point of contact for partner agencies/applicants and coordinate/develop strategy for service requests • Track relevant outcomes and metrics • Facilitate and plan high-level meetings, including presentations. • Create cohesive documents including agendas, minutes, budgets, and reports • Participate in sustainability planning, including fundraising, grant research and writing, as well as strategic planning • Evaluate second programmatic year and assess needs for year three • Be a public face of the program, including outreach to relevant populations

All VISTAs serving in Mayor William Peduto's Office are based primarily in the City-County Building and have the unique opportunity to partner with a diverse array of stakeholders in City government, as well as the public and non-profit sectors.

Responsibilities for all servePGH VISTA members include:

- Design and implement high-impact volunteer initiatives
- Develop partnerships and collaborate with organizations across the City and various City departments
- Conduct community outreach to diverse residents and eligible community groups including veterans organizations, business districts, arts organizations, faith-based organizations, and community development corporations
- Research and implement best practices for building capacity and sustaining initiatives
- Develop outreach strategies and materials to recruit volunteers

- Create a framework for evaluation and tracking outcomes
- Participate in sustainability planning including fundraising and strategic planning

The ideal candidate will have the following qualifications:

- Bachelor's degree required
- Ability and willingness to work some weekend and evening hours
- Proficiency in Microsoft Office
- Strong oral and written presentation skills
- Willingness to take initiative, a self-starter
- Experience or interest in community organizing and/or development
- Ability to work with and relate to residents of diverse backgrounds
- Commitment to collaboration and problem-solving
- Ability to work in a team and build partnerships with key stakeholders
- Experience with and/or willingness to learn database management, recording and tracking of data
- Experience in volunteer recruitment
- Experience in program implementation preferred

A City of Pittsburgh Initiative servePGH

servePGH 2014-2015 AmeriCorps VISTA Application

Part One: Contact Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Part Two: servePGH AmeriCorps VISTA Position Preference

Please check which VISTA positions you are interested in. If you are interested in more than one position, please rank them in order of interest.

_____ Community & Youth Engagement Associate
_____ Neighborhood Service Associate
_____ Sustainability Service Associate

Part Three: servePGH 2014-2015 AmeriCorps VISTA Application Questions

Please respond to each question in 250-300 words (approximately two paragraphs per question):

1. Why are you interested in serving as a servePGH AmeriCorps VISTA member in Mayor William Peduto's Office?
2. Why are you interested in serving in the specific position you indicated above? If you chose more than one position, please focus on your first choice.
3. What specific experiences and/or skills will you bring to the position?
4. What skills or experience do you hope to gain from the position?

Part Four: Resume and References

Please attach a resume to your completed application.

Additionally, please list three professional or academic references. Be sure to select individuals who can speak to your interests, experience, skills, and talents.

Name	Contact Number	Email	Relationship	How many years they have known you

Application Checklist: (Please review your application carefully prior to submission to ensure that it is complete.)

- ☐ Part One: Contact Information
- ☐ Part Two: servePGH AmeriCorps VISTA Position Preference
- ☐ Part Three: servePGH 2014-2015 AmeriCorps VISTA Application Questions
- ☐ Part Four: Resume and References
- ☐ Part Five: Online AmeriCorps Application (my.americorps.gov) – Note: This application must be completed by May 23rd, 2014 for selected candidates, but is not necessary for interview consideration

Completed applications will be accepted and reviewed on a rolling basis through May 23rd, 2014, or until positions are filled. Supplemental applications can be sent electronically to servepgh@pittsburghpa.gov or mailed to:

Office of Mayor William Peduto c/o servePGH
512 City-County Building
414 Grant St.
Pittsburgh, PA 15219

If you have any questions during the application process, please contact Melanie Ondek, Acting Chief Service Officer, at servepgh@pittsburghpa.gov or via phone 412-255-4765.