



Equity. Quality. Collaboration.

Job Title: VISTA Manager
FLSA Classification: Non-Exempt
Annualized FTE: 1.0 FTE
Supervisor: Sarah France Ullmer, Chief Program Officer
Closing Date: Open until filled

Our Organization

Minnesota Alliance With Youth works in partnership with youth to ensure that ALL young people have equitable educational opportunities that foster their individual assets, honor their voices, and prepare them to reach their goals. The Alliance accomplishes this mission through our core organizational values of equity, quality, and collaboration.

Position Overview

The VISTA Manager will provide key support to the AmeriCorps VISTA program, including member recruitment and selection, member training and support, and site recruitment, training (web-based and in-person), and support. This position will include supervising the VISTA Leader and the VISTA Manager will provide general and logistical support to organizational efforts. The ideal candidate will have strong interpersonal skills, training and facilitation experience, high attention to detail, a background in or familiarity with education, professional communication skills, and an ability to work effectively both independently and as part of team. An interest and/or experience in educational equity and National Service strongly preferred.

Position Responsibilities:

- Support strategic equity, diversity, and inclusion efforts at the Alliance and perform all essential functions with an equity lens
- Train and support cohort of VISTA members (15-25)
- Supervise the VISTA Leader and provide ongoing support
- Organize and perform VISTA Member Site visits twice per year
- Train, communicate, and act as the first point of contact for VISTA Supervisors
- Manage quarterly VISTA Member Reporting: including prep, review, follow up, training members and sites and overall report
- Participate in VISTA compliance audits, monitoring visits and be the point of contact for VISTA State Office
- Manage VISTA program policy creation to meet ongoing compliance needs
- Support Chief Program Officer in big picture planning and reviewing VISTA budget
- Support Chief Program Officer and Director of Recruitment in VISTA Host Site and Member recruitment efforts including reviewing VISTA Assignment Description for each site
- Support the VISTA Leader with coaching on the resolution of member issues; escalate to the Chief Program Officer as necessary
- Write CNCS VISTA reports with support of Chief Program Officer, and Chief Advancement Officer
- Manage host site and member files
- Direct training logistics and communications and support organizing large contract trainings across programs and AmeriCoach program
- Serve as a champion of the Alliance by sharing our core values and mission
- Perform other duties as assigned

Desirable characteristics and areas of expertise:

- Demonstrated experience incorporating the perspectives of multiple communities, especially communities of color, in the consideration of impacts and outcomes of Promise Fellow training
- Strong understanding of and experience in education and youth engagement
- Experience and/or passion for AmeriCorps
- Strong training skills; able to provide information and translate the VISTA model into action
- Curriculum and training development experience
- Team-oriented: values group processes, comfortable with group problem solving, eagerness to work collaboratively
- Self-motivated: able to see tasks/projects through from start to finish
- Organized: able to maintain records of information gathered, can determine most relevant information and present in thorough and concise manner
- Computer literate: familiarity with Word, Excel, PowerPoint, data tracking systems, etc.

Requirements:

- Minimum of 3-5 years of experience in the nonprofit sector, education, youth development, or related field, and/or a combination of education and experience
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- Attention to detail is high priority; able to juggle multiple projects and deadlines concurrently
- Excellent interpersonal skills: able to communicate effectively in person, over phone and by email with Alliance constituents, including AmeriCorps members, host site supervisors, and community partners
- Effective facilitation and training experience
- Adaptable: able to shift focus in response to evolving organizational needs
- Proactive: able to anticipate tasks/needs and plan accordingly
- Ability to manage large scale programs
- Access to reliable transportation is a must, some outstate travel is required
- Ability to work occasional evenings and weekends
- Ability to perform sedentary work as required

Salary range is \$42,863 - \$51,436, plus excellent benefit package. 40 hours per week/52 weeks per year. Office located in St. Paul, MN. Hybrid work schedule available. **To apply**, interested candidates must complete a cover letter, resume, and provide three references. Please send all required materials electronically to Kita Yang at kyang@mnyouth.net and include in the subject line *VISTA Manager*. **Deadline to apply is Sunday, August 1, 2021, but will remain open until filled.** No phone calls please.

To learn more about the Minnesota Alliance With Youth, visit our website at: www.mnyouth.net.

Please note: Minnesota Alliance With Youth is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and we encourage you to apply, even if you don't believe you meet every one of our qualifications described. We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation. We are committed to the principle of equity and are particularly interested in receiving applications from a broad spectrum of individuals.

- Reasonable accommodations provided upon request.
- This document is available in alternative formats.

This position is funded by AmeriCorps. Employment is contingent on the successful completion of required background checks.