

**THE MICHIGAN COMMUNITY SERVICE COMMISSION IS SEEKING
VOLUNTEER MICHIGAN AMERICORPS*VISTA MEMBER**

The Michigan Community Service Commission (MCSC), one of the nation's leading commissions on service and volunteerism, is seeking an energetic, organized, and committed individual to serve as the Service in Education AmeriCorps*VISTA. ***The deadline to apply for this position is August 26, 2011.***

Volunteer Michigan:

Volunteer Michigan is an initiative of the Michigan Community Service Commission, a state agency that works to increase the number of volunteers addressing our state's most pressing issues. Through Volunteer Michigan we work to mobilize new and diverse volunteers including youth, seniors and those not regularly engaged in volunteer activities due to socio-economic status.

The Volunteer Michigan VISTA member will focus on expanding the capacity of nonprofits to recruit and retain new and diverse volunteers. The VISTA member will promote national days of service as a means for engaging the targeted volunteers. They will also participate in a variety of activities that will remove barriers to volunteer service so that all of Michigan's assets can be employed to address needs in Michigan's most challenged communities.

Qualifications:

Candidates should possess the following qualifications:

- Willing to make a full-year commitment
- College Experience
- Knowledge of the volunteer field and personal volunteer experience
- Experience in grant writing preferred
- Excellent oral and written communication skills
- Knowledge of Microsoft computer applications and complimentary computer skills
- Experience with social media such as Twitter and Facebook
- Organized with excellent time-management skills
- Self directed, able to work independently
- Ability to work and communicate in a team environment
- Commitment to the mission of the project and its impact on communities
- Knowledge and interest in working with diverse groups of people
- Proven leadership ability, public speaking and event planning
- Reliable transportation

Responsibilities:

The Volunteer Michigan AmeriCorps*VISTA position will enhance the ability of the Michigan Community Service Commission to expand the reach of volunteer activities across the state. Activities will include:

- Provide support to Michigan's nonprofit sector, schools and national service programs in order to increase the number of individuals in service:
 - Identify the needs of nonprofits and relative to the use of volunteers and create resources and trainings to help them increase and diversify their volunteer base to include skilled volunteers, youth, seniors and those in economically disadvantaged communities.

- Research and distribute resources that promote volunteerism as a means for developing academic and employability skills.
- Create and distribute bi-monthly funding alerts with links to grant opportunities for high poverty communities.
- Provide support to Michigan’s nonprofit sector and national service programs to help them address state and federal service priorities (disaster services, economic opportunity, education, environmental stewardship, healthy futures and veterans and military families).
 - Identify training needs of nonprofit organizations relative to these priorities and develop tools and trainings that help them mobilize volunteers to meet the needs.
 - Develop specialized strategies to promote volunteerism within nonprofits in high poverty communities.
- Expand volunteerism associated with national days of service.
 - Develop tools and resources designed to increase the number of communities using national days of service as a means for engaging episodic and ongoing volunteers.
 - Develop and distribute tools and resources that help nonprofits engage targeted groups of volunteers such as skilled volunteers, youth and seniors in national days of service.
- Implement strategies to increase the number of economically disadvantaged individuals who are accessing volunteer opportunities.
 - Assess how nonprofits are using service to engage economically disadvantaged individuals in episodic and ongoing volunteer roles in their communities.
 - Provide resources and training to nonprofits working to more meaningfully engage targeted volunteers.
- Assist with the utilization of HandsOn connect, a state-wide platform for volunteer tracking and management.
 - Develop and implement strategies for using this technology with targeted volunteers.
- Other duties as assigned.
 - Maintain communication and social media efforts to promote trainings and resources.

Benefits:

- Annual living allowance of \$10,296
- Education Award of \$5,550 or End-of-Service stipend of \$1,500 upon completion of full term of service
- Student Loan forbearance (if Education Award is elected)
- Training and professional development
- Health coverage
- Childcare assistance subsidies (if eligible)

*For more information on AmeriCorps*VISTA, please visit www.americorps.gov.*

Interested applicants must complete an online application at www.americorps.gov and send a letter of introduction and resume to:

Katherine Vasilion Robinson
Michigan Community Service Commission
1048 Pierpont, Suite 4
Lansing, Michigan 48913
Phone: (517) 335-3407
Fax: (517) 373-4977
Email: robinsonk13@michigan.gov

The deadline to apply for this position is August 26, 2011.

Background on the MCSC

The Michigan Community Service Commission builds a culture of service by providing vision and resources to strengthen communities through volunteerism. In 2010-11, the MCSC is granting more than \$7.3 million in federal funds to local communities for volunteer programs and activities. The MCSC is funding 25 AmeriCorps programs and 25 Learn and Serve programs. The Governor's Service Awards and Mentor Michigan are also premier programs of the MCSC. The MCSC is firmly committed to providing access, equal opportunities, and reasonable accommodations in its programs, activities, and materials. Please call (517) 335-4295 to request accommodations or to obtain materials in an alternate format.