

AmeriCorps VISTA Volunteer: Program Coordinator for The Get A Job Kit Program Women's Empowerment

**Please note: to apply for this position, you must be an AmeriCorps VISTA member. For help or to learn more contact Charlotte Castro at (916) 231-1235.*

To apply visit. <https://my.americorps.gov/mp/listing/viewListing.do?id=63397&fromSearch=true>. We cannot accept any applications that do not come via the VISTA Portal. You can find the application in the portal under the title "Program Coordinator –The Get A Job Kit."

Position Overview

The award-winning Get A Job Kit is produced by Women's Empowerment as part of an innovative paid training program for women who are experiencing homelessness in the Sacramento region. Complementing its mission to end homelessness for women and children, Women's Empowerment's Get A Job Kit training program is an effective pathway to employment in the fields of production, quality assurance, receiving and shipping, marketing and customer service for homeless women encountering barriers to securing work. Women who participate in the program attend training, work with Employment Specialists to find a job and gain work experience producing the Get A Job Kit. Revenue from the sale of the Kit not only helps to fund the training program, but also provides a paycheck for the trainees.

The AmeriCorps VISTA role serves as the Get A Job Kit Program Coordinator and is absolutely vital to the success and sustainability of this program. The primary goal of the AmeriCorps VISTA is to develop the foundational systems and build the capacity and tools needed to grow this innovation project into a self-sustaining venture. With the continued coordination provided by the AmeriCorps VISTA role, the Get A Job Kit program annually lifts 24 women with some of the largest barriers to employment, out of poverty, and back into self-sufficiency – successfully breaking the cycle of homelessness for themselves and their families.

Primary Responsibilities and Tasks:

Community Engagement & Public Relations:

- Increase the online presence of the Get A Job Kit via website improvements, coordinating a monthly outreach newsletter, and social media outreach.
- Engage with community and common organizational stake holders as well as other VISTA members in the Sacramento area to increase community buy-in and promotion of the Get A Job Kit.
- Participate in, plan, and help promote promotional events and activities for the Get A Job Kit.
- Collaborate with Director of Development and PR consultant to improve system of tracking data and communicating outcomes to help develop content for grants.

Marketing & Product Outreach:

- Analyze sales trends to identify opportunities and potential areas for increasing sales.
- Conduct market research to gather data on existing customers, potential customers, and competitors.
- Create and update promotional materials for the Get A Job Kit.

Training Program Coordination (Capacity Building):

- Work with Assembly Supervisor and Employment Specialist to evaluate the current program through strategic analysis and strategic planning.
- Work with the Program Team to streamline the process for the assembly of the Get A Job Kit as the program transitions into a social enterprise.
- Maintain, evaluate, and improve inventory management and recordkeeping to ensure sustainability of the program.
- Work with Women's Empowerment staff to strategically integrate VISTA responsibilities into existing staff time and resources to ensure the continued success of the program after VISTA grant cycle is complete.

Qualifications

- Proficient at conduction research, analyzing information and developing creative strategies.
- Ability to multi-task, set priorities, and work both independently and as a part of a close team.
- Proficient computer skills: Microsoft Office, including Word, Excel and internet applications
- Excellent verbal and written communication skills
- Ability to establish and maintain personal and professional boundaries while successfully providing supportive services
- Ability to successfully meet deadlines, a natural self-starter
- A genuine love for working with people

Desired Personal Qualities

Professional integrity, ethics and confidentiality are paramount. Alignment with the mission of Women's Empowerment is critical. Desire to accept challenges and creatively seek out solutions is essential. General knowledge of the challenges unique to homeless women, minorities and persons with disabilities is a plus. Experience in the nonprofit sector is preferred.

Physical Requirements

Physical requirements are those that are present in an office environment and will involve lifting up to 50 pounds. Duties may involve occasional evening and weekend work to meet organizational needs.

License and Insurance

Valid driver's license and meet the State's automobile insurability requirement.

Job offer is contingent upon successful completion of background fingerprint check.