



AmeriCorps VISTA Virtual Content Manager

For one year, you can get paid to build sustainable solutions in a community, gain valuable hands-on experience and prepare for your future. This full-time AmeriCorps service position offers a great opportunity to make a real impact in the lives of others while building your own knowledge and skillset.

AmeriCorps VISTA members are **Volunteers in Service to America** who perform indirect service to build capacity and sustainability solutions.

What will you do?

Research, create, document, and implement IT systems and applications to increase the number of local volunteers and improve the overall volunteer experience and to increase the number of individuals and families served through the Habitat mission. This will include customizing an online learning management system for volunteer and homeowner education and support resources. It will also include an application that allows volunteers to register, check-in and track service hours.

Where will you serve?

Tucker, Ga

Benefits of AmeriCorps service

- *Annual living allowance of \$13,399.15-\$26,798 (determined by the service location).
- ***Segal Education Award** of \$6,345, upon successful completion of service.
- *Health benefits and enrollment in Employee Assistance Plan.
- *Ten personal and 10 medical leave days.
- *Possible **forbearance** or deferment of qualified student loans.
- ***Child care** benefits, for those who qualify.
- *Noncompetitive eligibility status for federal employment for one year after successful completion of service.
- *Relocation travel assistance for members relocating more than 50 miles to serve.

Minimum requirements

Applicants must hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident Aliens or is a person residing in a state that have the following legal residency classifications: refugee, asylum or asylee, temporary protected status, or deferred action for childhood arrivals (DACA) status. Applicants must be at least 18 or older and have a high school diploma or GED.

Preferred qualifications

- *Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity International and AmeriCorps.
 - *Ability to work with a diverse group of people.
 - *Strong verbal communication skills.
 - *Experience working with volunteers, teaching or group facilitation.
 - *Experience working as a member of a team.
 - *Basic experience with Microsoft Office Suite, especially Word and Excel.
- Microsoft Azure, Salesforce, Google for Nonprofits, Mailchimp

How to apply

Search Tucker, Georgia at habitat.org/ameri-corps. Applications will be accepted until 7/31/2022 or the position is filled by a qualified candidate, whichever occurs first. Habitat for Humanity DeKalb is an equal opportunity employer.