



**VISTA**  
Volunteers in Service to America



## **New Yorkers For Children Paid Service Opportunities NYFC Program VISTA, 2021-2022**

### **AmeriCorps VISTA Overview**

**Volunteers in Service to America (VISTA)** is a national service program created in 1964 that places volunteers throughout the United States to help fight poverty through community partnerships; operated by The Corporation of National and Community Service (CNCS), now known as AmeriCorps.

AmeriCorps VISTA members serve as a catalyst for change by living and working alongside community members to meet our nation's most pressing challenges and advance local solutions.

### **NYFC Overview**

Since 1996, **New Yorkers For Children (NYFC)** has worked to fill in the gaps within New York City's child welfare system as partner to the NYC Administration for Children's Services (ACS). Working alongside ACS and the city's 26 foster care agencies, NYFC's mission is to protect, promote, and ensure the safety and wellbeing of our city's children and families, with a focus on youth in foster care. NYFC serves about 1,000 youth annually - ages 18 to 26 - through our direct scholarships, innovative pilots, wraparound supports such as academic coaching and mental health support, emergency funding, and youth development events. We aim to enroll youth in college, support them through graduation, and help them gain the skills needed to enter the workforce with the ultimate goal of breaking the cycle of poverty.

### **Development VISTA Position Description**

The Development VISTA's chief function will be to support fundraising and development efforts to ensure the organization's ability to maintain and expand its services and meet pressing community needs. Reporting to the Manager of Development and Communications and the Executive Director, the VISTA will support Fundraising, Administrative, and Marketing initiatives, including but not limited to:

#### **Fundraising**

- Providing grant support in both preparing proposals to help the organization meet its goal of submitting 35 grant proposals per year, as well as assisting with the reporting process for funders.
  - Grant proposals can range from large-scale government grants to foundation opportunities. The VISTA will receive technical writing skills.
- Performing research to identify potential sources of funding and grant opportunities using our grant database, Foundation Directory Online, which they will be trained to use; as well as building on the organization's grants cycle calendar.

#### **Administrative**

- Support the Administrative Associate with entering and updating donations and donor information in our donor database, Raiser's Edge, which they will be trained to use.

- Support the Administrative Associate in preparing and tracking donor acknowledgments.
- Assist Development Team in tracking donations for various campaigns throughout the year.

### **Marketing**

- Providing program and event marketing support such as making flyers; as well as providing social media support such as building out NYFC's social media calendar and creating frequent content to post, such as graphics and videos.

## Program Benefits & Additional Information

**Length of Service:** 12 months

**Approximate start date:** February 2021

**Benefits provided through CNCS and AmeriCorps VISTA include:** a biweekly living stipend of \$829.36; a health coverage allowance; childcare assistance, if eligible; relocation allowance (if moving 50+ miles); an end of service education award of \$6,195 paid upon successful completion; and federal loan forbearance or deferment.

**Benefits provided by NYFC include:** As the VISTA will start their year of service virtually due to the pandemic, NYFC will ensure that the selected candidates have computer and Internet Access, as well as access to the NYFC database. Additionally, while we are remote, the VISTA will also be reimbursed for use of their cell phones (up to \$75 per month), and once we resume working in the office, the VISTA will be provided with a designated desk space, desktop computer and a landline phone.

Once we return to the office, the VISTA will also receive monthly transportation stipends/Metro Cards so they can get to and from the office. NYFC will also provide opportunities for additional professional development and coaching.

*\*As we do not yet know when we are able to return to the office, priority may be given to local applicants so that it will be an easier transition when we are allowed to resume working in the office.*

## Key Qualifications

- Former experience in the foster care system a plus;
- Must have graduated from college/university;
- Strong written communication skills;
- Experience with grant writing or technical writing a plus;
- Strong organizational, attention to detail, time management, and administrative skills;
- Ideal for someone interested in pursuing a career in public administration, social work, advocacy;
- Strong social media, digital marketing, and video editing experience a plus;
- Motivated, self-starter who can follow directions but also create and lead new initiatives.

## To Apply

**All applicants must submit the application here for consideration:**

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=100370>

You may also email Katie Bazyluk, Manager of Development & Communications at [kbazyluk@newyorkersforchildren.org](mailto:kbazyluk@newyorkersforchildren.org) with a copy of your resume once your application has been submitted via the AmeriCorps portal listed above. Applicants who do not apply through the AmeriCorps portal will not be considered.