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AmeriCorps VISTA Members: Neighborhood Coordinator I & II

**Help Improve Montgomery County Neighborhoods! * Gain a Year of Valuable Job Experience!
Receive a Service Stipend Benefit!**

Montgomery Housing Partnership (MHP) seeks **two qualified candidates** to devote a year of service as an AmeriCorps VISTA members. The year of service will begin **August 28, 2017**.

Who we are: Montgomery Housing Partnership, Inc. (MHP) is a nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality apartment homes to meet Montgomery County's growing need for affordable housing. MHP's community-based projects and programs includes providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in troubled communities impacted by foreclosures and economic downturn. MHP currently owns and operates over 1,700 units of affordable housing throughout the County. We provide preschool, after-school, and summer programming to over 350 youth. We work directly with neighborhoods throughout the County to support residential and commercial sustainability.

Neighborhood Coordinator I Tasks: This position will develop additional capacity within MHP communities to move our residents away from the brink of poverty through: developing a green education program, aimed at training residents how to reduce their utility costs; examining opportunities to expand the community gardening program, enabling residents to grow their own food; developing a comprehensive program to provide financial literacy education to MHP households; and evaluating our youth career/college prep pilot, and work to scale it up to additional MHP sites, lengthen the program, and identify additional funding for the program.

Neighborhood Coordinator II Tasks: The position will be focused on strengthening MHP's footprint, through the following activities: establishing and testing a volunteer retention program, and training MHP staff to administer the program; establishing tools to implement a MHP's data collection/evaluation system, including creating a process for continued data collection and analysis; and creating a victim compensation fund manual, and training MHP staff in implementation.

Necessary Skills: Candidates should be able to communicate effectively through writing and speaking and be familiar with Microsoft Office computer applications (Word, Excel, Outlook, Publisher, etc.), as well as feel comfortable working in economically challenged and ethnically diverse communities. Ideal candidates will be bilingual in English and Spanish and have skills, education, or experience in at least two of the following: Environment, Community Organization, Communications, Education, Fund raising/Grant Writing, Youth Development, Writing/Editing, Business/Entrepreneur, and Disaster Services. Candidates must have their own transportation.

Compensation/Benefits: This is a year long volunteer position consisting of regular, full time service with MHP that is sponsored by the Corporation for National and Community Service (CNCS) under the AmeriCorps VISTA program, through NeighborWorks America. The volunteers will give a year of service to MHP and in return will receive a monthly living allowance of approx. \$1,584 from CNCS. The VISTA volunteers will also be eligible to choose from a \$5,815 Education Award OR a \$1,500 cash stipend upon completion of service. Qualified VISTA volunteers are eligible for health care coverage, student loan forbearance, child care, medical benefits, relocation experience, and medical and personal leave time from CNCS. MHP will also reimburse VISTA members for mileage expenses incurred during the course of required work. For a full listing of all benefits view <https://www.vistacampus.gov/in-service/benefits-service>.

Application Process: All applications must be submitted through the My AmeriCorps Portal at Coordinator I <https://my.americorps.gov/mp/listing/viewListing.do?id=74799&fromSearch=true> and Coordinator II <https://my.americorps.gov/mp/listing/viewListing.do?id=74940&fromSearch=true>. Please submit your application **as soon as possible**, as we expect the positions to be filled no later than **July 10, 2017**. Questions can be directed to Ilana Branda at ibranda@mhpartners.org, no phone calls please.