



<b>Organization Name</b>	<b>Center for Volunteer and Nonprofit Leadership of Marin County, CA</b>
<b>Position Title</b>	<b>Partnership VISTA</b>
<b>Position Start Date</b>	August 2nd, 2010
<b>Position End Date</b>	August 2 <sup>nd</sup> , 2011
<b>Contact Name</b>	Julie Burk
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<b>Preferred Education Level</b>	BA/BS
<b>Languages</b>	None required but Spanish appreciated
<b>Age Requirement</b>	21 or over
<b>Organization Description &amp; Position Overview</b>	<p>The Center for Volunteer and Nonprofit Leadership of Marin (the Center) promotes volunteerism, strengthens nonprofit organizations and enhances community leadership in Marin County. We are both a volunteer center and a management support organization. Working primarily in the Capacity Building side of the organization this VISTA will be increasing the capacity of the Center to reach economically hard-hit communities in Marin and improve the capacity of the organization county-wide to serve low-income constituents. As a result of our community outreach program this past year, we've identified a gap in many nonprofit organizations. Many do not have the resources to effectively engage and support their constituents. We believe that if we develop and implement programming to assist our nonprofit community in meeting this deficit, we will be</p>



	<p>able to help build the capacity of these organizations in making measurable differences within impoverished communities. We are increasing delivery of key capacity building services in the area of fundraising, governance, and management to local and regional nonprofits. Working together as a part of a four member team, this VISTA will expand the Center’s reach and capacity to deliver programs—and increase service delivery agency wide.</p>
<p><b>Specific Duties</b></p>	<p>The VISTA member who will support the Non-profit Capacity Building program will be responsible for the following activities:</p> <ul style="list-style-type: none"> <li>• Work with our organizational partners to define community needs around education and technical assistance</li> <li>• Collaborate with the programs team to deliver high quality capacity building programs and ensure high participation from organizations engaged in elevating people out of poverty</li> <li>• Develop and Support Relationships with Key Skilled Volunteers</li> <li>• Provide Info and Referral Service to community based organizations</li> <li>• Coordinate our Resource Library – a Cooperating Collection of the Foundation Center, lead trainings, provide technical assistance to volunteers and staff, and create tools that will support the increased participation on non-English speakers.</li> <li>• Provide information or referrals to organizations that reflect accepted best practices and quality resources.</li> <li>• Expand the Center’s ability to deliver services agency-wide by assisting with workshops, marketing, events and trainings (per your particular interests).</li> <li>• Research via books and internet best practices in the areas of fundraising, governance and management</li> <li>• Work collaboratively with all departments and</li> </ul>



	<p>VISTAS at the Center and assist efforts to deliver a broad range of services</p> <ul style="list-style-type: none"> <li>• Conduct ongoing research to build the Center's outreach lists and increase participation in Center services.</li> <li>• Other duties as assigned</li> </ul>
<p><b>Specific Skills Needed</b></p>	<ul style="list-style-type: none"> <li>• A professional interest in nonprofits and/or the social sector.</li> <li>• Excellent written and verbal communications skills</li> <li>• Commitment to learning and service</li> <li>• Computer literate – able to use common MS software applications and learn new technologies</li> <li>• Ability to conduct research in print and via the internet</li> <li>• Willingness and ability to work occasional evenings and (rarely) on weekends.</li> <li>• Excellent customer service skills</li> </ul>
<p><b>About HandsOn Corps VISTA program</b></p>	<p>HandsOn Corps, a program of HandsOn Network (<a href="http://www.handsonnetwork.org">www.handsonnetwork.org</a>) is the national service model encompassing both AmeriCorps*National Direct and AmeriCorps*VISTA. The mission of the HandsOn Corps Program is to create a vital infrastructure of volunteer leadership that can mobilize tens of thousands of citizens who create measurable improvement in communities. Leaders are the key to creating a tipping point for change. Volunteer leaders bring new innovation and creativity to the community-based problem solving process, and sustain and engage Americans through civic opportunities in our communities.</p> <p>The HandsOn Corps AmeriCorps program engages National Direct and VISTA members in service to mobilize local communities around critical issues and challenges in the areas of Education, Economy, and the Environment. HandsOn Corps AmeriCorps members identify, train, and manage volunteer leaders who will then develop and manage high quality, impact-driven projects, engaging others and further enabling the critical work of grassroots</p>



	<p>nonprofit organizations.</p> <p>For their year of service, VISTA members receive a modest living stipend, health insurance, and an educational award. For more information see <a href="http://www.americorps.gov">www.americorps.gov</a>.</p>
<b>To Apply</b>	<p>Send cover letter indicating why you are interested in this position and resume to <a href="mailto:jburk@cvn1.org">jburk@cvn1.org</a> Word documents or PDF files preferred.</p>