



Promise Zone VISTA Project Director

THE ORGANIZATION

Our mission is to accelerate business creation, global connectivity and equitable employment opportunities in St. Louis City and County.

The St. Louis Economic Development Partnership (formerly St. Louis County Economic Council) aligns regional efforts in business development, business finance, entrepreneurial support and international trade services.

The St. Louis Economic Development Partnership (SLEDP) provides a broad range of services to boost innovation and entrepreneurship, to support business retention and expansion, to enhance the region's global relevance, and to revitalize communities.

The Partnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency throughout St. Louis City and County.

Accredited Economic Development Organization



St. Louis City/County Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

THE POSITION

The St. Louis Promise Zone program, housed at the St. Louis Economic Development Partnership, partners with local leaders to give communities proven tools to rebuild and put people back to work. The federal program launched in 2013, designates high-poverty urban, rural, and tribal communities as Promise Zones in order to increase economic activity, improve educational outcomes, reduce serious and violent crimes, invest in transformative development, and improve health and wellness. The Promise Zone, designated in 2015, encompasses portions of the North St. Louis City and North St. Louis County. The Promise Zone designation, which lasts 10 years, is a catalyst for ongoing collaboration and change that will drive regional growth and create a better, more inclusive St. Louis region.

Under the direct supervision of the Promise Zone Executive Director, the VISTA Project Director is responsible for the management and support of our Promise Zone AmeriCorps VISTA program. The Promise Zone VISTA Project Director is part of a highly collaborative team and is responsible for VISTA member recruiting and training, host site development and support, monitoring and reporting, supervision and support of VISTA Leaders, and general operations ensuring that all programmatic and financial activities comply with the terms and conditions of the program sponsor, the Corporation for National and Community Service (CNCS). The Project

Director will oversee a portfolio of host sites and VISTA members in addition to overall program responsibilities.

The Promise Zone VISTA Project Director is an end date position which is subject to renewal based on funding availability and incumbent performance. The position will be in St. Louis for the 2019-20 fiscal year. The position will require regular regional travel and occasional out of state travel which will require a valid driver's license and insurance.

JOB FUNCTIONS

- Supervise, directly and indirectly, AmeriCorps VISTA members and Leaders. Some duties include: leading regular planning sessions and meetings; providing on-going coaching and support; completing formal performance evaluations; and regularly communicating with designated members and leaders.
- Support a designated set of VISTA members and host sites throughout the program year. Some duties include: reviewing progress on individual assignment descriptions, providing regular support for members and supervisors, as well as in-person site visits and cohort meetings
- Manage VISTA leader and member recruitment, selection, and placement process. Some duties include: creation and distribution of communication and outreach materials; evaluating candidates; coordinating the assignment process; communicating with key stakeholders; and ensuring all necessary onboarding paperwork and processes are completed.
- Lead VISTA member development programs. Some duties include: collaborating with host sites and VISTA Leaders on content and delivery for member orientation, ongoing professional development corps building activities, and days of service.
- Support program evaluation processes. Some duties include: develop a comprehensive data collection system for VISTA's and host sites; co-author required sponsor reports; and utilize data for continuous program improvement.
- Support VISTA program communications. Some duties include: manage stakeholder contacts lists, member listservs, and other related mechanisms; create content for communications about VISTA activities and impact; and assist in the distribution of approved content via print, electronic, and social media.
- Perform related program administrative functions. Some duties include: completion of VISTA enrollment paperwork; submission of payroll and service verification; handling of program/grant finances including procurements and reimbursements, as well as document transactions; and ensure basic programmatic files (e.g. host site MOU's, contact reports, etc.).
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

Professional qualifications for this position include:

Education: Bachelor's degree in a related academic program; Master's degree preferred.

Experience:

1. Minimum of 3 years relevant program and administrative experience; 4 to 6 years is preferred.

2. Knowledge of, and experience with, Microsoft Office Suite (i.e., Word, PowerPoint, Excel, Access, etc.).
3. Strong initiative with demonstrated ability to independently implement programs, as well as the ability to identify and resolve day-to-day program problems.
4. Strong written and oral communication skills including public speaking.
5. Strong organizational and supervisory skills.
6. Excellent interpersonal skills and ability to work effectively with St. Louis Promise Zone Staff, as well as, community-based agencies/groups and the public.

Knowledge of:

1. Knowledge of AmeriCorps and the national service program; direct experience with VISTA or a related initiative is strongly preferred.

Ability to:

1. Ability to plan and implement workshops, meetings, and events which meet specific programmatic goals and service designated at target audiences.

Working Conditions: The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interpersonal Characteristics: Strong written and verbal communication skills are expected. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

THE REWARD

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization: <https://stlpartnership.com/careers/>.

The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.