Overview:
FutureHeights (FH) is seeking a dynamic AmeriCorps*VISTA Summer Associate to join our team for summer 2020. The VISTA Summer Associate will work on a team that is focusing on creating and furthering a comprehensive marketing strategy for FH, which will lead to the dissemination of information regarding FH programs, services and activities to all community members. It will also lead to the dissemination of information on various city, county, nonprofit and other public services and programs available to the public in an effort to better connect residents to resources with the goal of helping build stability amongst individuals and families, and providing overall assistance toward a better quality of life for residents.

The long-term goal is neighborhood stabilization for our target neighborhoods, and the city as a whole. This project and process will also allow FH to learn about the community’s needs, and what gaps in services and programs exist within the community.

The VISTA will develop relationships with residents, community organizations, service providers, the city, county representatives, nonprofit organizations and other key stakeholders. These relationships and partnerships will advise the direction, approach and strategy for the FH Marketing Task Force and Civic Engagement committee.

About the AmeriCorps*VISTA program: VISTA members are passionate and committed to their mission to bring individuals and communities out of poverty. Associate members serve on a specific project at a nonprofit organization or public agency. The focus their efforts to build the organizational, administrative, and financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and otherwise assist low-income communities. The program is administered by the Ohio CDC Association (OCDCA), a statewide membership organization of Community Development Corporations (CDCs).

Job responsibilities
The Summer VISTA will work in a team to develop and further an outreach and marketing strategy, which will lead to residents having comprehensive knowledge and access to the programs, resources, and services available. If residents choose to utilize the resources and community benefits available, it will lead to individual, neighborhood, and community stability. The Summer VISTA will have the following responsibilities:

Develop an outreach strategy – Summer VISTA will research the target neighborhoods and community at-large, and develop an outreach strategy to reach residents and neighborhoods with overall goals of:

- building relationships so residents become familiar with FH, and its programs and resources
- understanding the unique local needs of individual and neighborhood throughout the community
- Providing all households in target neighborhoods the comprehensive Community Resource guide.

Administrative
- Attend staff meetings and trainings.
- Create and maintain a database of progress, both qualitative and quantitative.
- Create and maintain a database of community contacts.
- Create maps and visual aids to supplement research findings.
- Create initiative implementation plan.
- Compile data on potential funding sources.
- Compile required reports as directed by the AmeriCorps program.
**Primarily Interfaces With:** FutureHeights staff, FutureHeights Marketing Taskforce and Civic Engagement Committee, City of Cleveland Heights staff, community members and residents, local businesses and nonprofit organizations. Reports to the FutureHeights Director of Community-Building Programs

**Program Start:** The FutureHeights VISTA will begin work on June 1, 2020. The AmeriCorps*VISTA Summer Associate program duration is for ten weeks from the start date.

**Qualifications:**
- Experience with or relevant course work in marketing, communications, community organizing, community development, urban planning, nonprofit management, fund development or related field or equivalent work experience.
- Strong written and verbal communication skills.
- Ability to work under deadlines and prioritize tasks.
- Excellent organizational and planning skills and attention to detail.
- Strong analytical skills with the ability to work with data, draw conclusions and make recommendations.
- Ability to work independently and to be flexible in changing priorities as needed.
- Demonstrate a strong ability to work well with people of all racial, ethnic, religious and income backgrounds.
- Have the ability to exercise independent judgment and take initiative.

**Other:** This is a full-time, 10-week position requiring at least 37.5 hours of work per week. Must have reliable transportation. Must be comfortable working in various settings including with and with diverse groups of people.

**Compensation and Benefits:** Summer Associates will receive a modest living allowance, health coverage, and the choice of either an education award or an end-of-service stipend upon completion of service.

**Application Deadline:** Applications will be reviewed on a rolling basis until **April 21, 2020**. To apply, go to [https://my.americorps.gov/mp/login.do](https://my.americorps.gov/mp/login.do), click on “Join AmeriCorps!,” choose Ohio on the drop down list, and search for this position.

**Questions:** Send an e-mail to info@futureheights.org or call 216-320-1423.

**FutureHeights** is a nonprofit with a mission to inspire and facilitate communication, collaboration, engagement and empowerment across our communities to ensure a vibrant and sustainable future for Cleveland Heights and University Heights, Ohio. FutureHeights programs are tied together by the common theme of mobilizing community activism and participation as tools to contribute to stronger Heights neighborhoods and the community as a whole. FutureHeights mentors and trains neighborhood leaders through an annual workshop series; funds small-scale neighborhood projects through a mini-grant program; provides timely public forums and workshops on important current issues; leads planning and place-making efforts; publishes the Heights Observer, a free, monthly citizen-driven community news source; functions as a fiscal agent for small or ad hoc community groups; promotes the local economy through Shop Local marketing and the annual Best of the Heights Awards; and hosts other events that showcase the Heights as a vibrant place to live, work and play.