

**MAVA VISTA Program | VISTA Applicant Process**  
**Service Opportunity Listing Template**

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**Position Title: Community Involvement Programs - Volunteer Engagement Coordinator (MAVA)**

**Two Line Description of the program:** (200 characters or less)

Help people with disabilities, both physical and mental, to live their greatest lives by building a volunteer program to improve the services of an innovative organization.

**Member Duties:** (1000 characters or less)

As the Volunteer Engagement Coordinator for Community Involvement Programs you will:

- Create and implement a plan to expand current volunteer recruitment efforts
- Recruit volunteers to assist our housing program in providing permanent housing to people who are coming out of long term homelessness
- Collaborate with program participants and staff to create rewarding volunteer positions
- Improve the lives of people living with disabilities by recruiting volunteers to empower them to be more independent and involved in their communities
- Assist with recruiting volunteers for an organizational human rights (steering) committee made up of program participants and the public
- Capture and promote volunteer success stories via written and online media
- Develop and administer a volunteer recognition plan that includes events, online articles, videos and other activities to highlight their work
- Administer a volunteer tracking system using existing Salesforce database

**Program Benefits:**

Childcare assistance

Choice of education award or end of service stipend

Health coverage

Living allowance

Relocation allowance

Training

Stipend

Other:

Online and in-person coursework on ways to improve services and improve quality of life outcomes for people with disabilities available

Opportunity to work and train with a cohort of 12 VISTA members at organizations in MN receiving training through the MN Association of Volunteer Administrators

**Terms:**

Vehicle required (coordinator will travel to residential program sites not easily accessible by mass transit)

Permits attendance at school during off hours

Permits working at another job during off hours

**Service Areas:**

Community and Economic Development  
Community Outreach  
Education  
Elder Care  
Health  
Homelessness  
Housing  
Technology

**Skills:**

Communications  
Community Organization  
General Skills  
Leadership  
Non-Profit Management  
Public Health  
Public Speaking  
Recruitment  
Social Services  
Writing/Editing  
Other:

**Service Description:** (2000 characters or less)

Would you like to be involved in growing and refining our new volunteer program to support the independence of a wonderful group of people with disabilities? Community Involvement Programs (CIP) is a leading organization in providing services supporting people who make their own choices as to how they want to live their lives. We are seeking someone with energy and ideas to help us expand our volunteer program in order to improve services and impact lives.

CIP's mission is: As listeners, learners, and leaders, we will stand with and support people with disabilities in their communities as they pursue their personal dreams and goals. CIP provides supportive housing, community supports, case management, employment supports and career development and more to 3,470 people a year. A key piece is supporting the Housing Program that provides permanent housing to people with disabilities who are coming out of long term homelessness. The people CIP serves often live in severe poverty and face barriers that can leave them isolated. By bringing volunteers into their lives and into the programs that support them CIP will become more responsive to their wishes. Together we can build a better, stronger and more inclusive community.

As the AmeriCorps VISTA Volunteer Engagement Coordinator, you will collaborate with participants and CIP's staff to bring a volunteer engagement plan to life. Together, you will create new opportunities for volunteers to change and improve existing programs. You will develop relationships with community partners to promote new volunteer opportunities. Join our

highly social and supportive team to build on this new program to make a real difference in the lives of people that too often fall between the cracks in our society.

**Program Start/End Date:** 07/31/2017-07/28/2018

**Education Level:**

Some college education preferred

**Languages:**

English

**Accepting Applications:**

3/8/2017-6/2/2017

**Contact:**

Name – Rick Birmingham  
Address – 1600 Broadway Ave NE, Minneapolis, MN 55413  
Phone – 612-362-4412  
Email – [rbirmingham@cipmn.org](mailto:rbirmingham@cipmn.org)  
Website – [www.cipmn.org](http://www.cipmn.org)