



Manistee County
community foundationsm



AmeriCorps/VISTA Position

Manistee County Community Foundation

Position Summary

This position is located at the Manistee County Community Foundation (MCCF) in Manistee, Michigan. The AmeriCorps VISTA member will support the goals of MCCF and its community leadership initiative, Launch Manistee. The Launch Manistee network is designed to support the success of students from early childhood through adulthood, and ultimately the economic prosperity of Manistee County. The AmeriCorps VISTA member will develop, update and improve procedures and programs to enable MCCF and the Launch Manistee network to achieve the greatest impact possible. Member activities will include developing, updating and improving procedures, creating databases and tracking systems for determining outcome, and marketing, outreach and resource development. We are looking for applicants who are interested in supporting this work and have a passion for giving back to their community.

Essential Responsibilities

- Refine systems to implement and market the Manistee County Community Foundation Scholarship Program and update and promote the current Launch Manistee Scholarship Clearinghouse.
- Develop and assist with the development of financial aid opportunities for low-income students in Manistee County.
- Develop programs and strategies to expose low-income students to career choices and options for post-secondary education.
- Be a member of the Manistee County Preschool Scholarship Committee tasked with the development and use of a county wide preschool scholarship program for low-income Manistee County residents.
- Work collaboratively with early childhood partners to build a local program to increase the access and use of the state-wide Child Development and Care monies for low-income Manistee County residents to pay for Child Care and/or preschool programs.

Program Benefits

- Modest living allowance of approximately \$12,300
- Upon completion, choice of Education Award (\$5920), or End of Service Stipend (\$1,800)
- Training
- Health Care Support
- Relocation Allowance
- Childcare assistance if eligible
- Non-competitive eligibility for federal jobs
- Numerous training and networking opportunities

Terms

- Car required
- Permits working at another job during off hours
- Permits attendance at school during off hours

Requirements

- Minimum of a High School Diploma – Associate or Bachelor's degree preferred
- Clean background check
- Be a U.S. citizen, national or legal permanent U.S. alien
- Be at least 18 years of age
- Commit to serving full-time for a year
- Have a passion for giving back!

Interested applicants are required to submit a cover letter no longer than two pages that summarizes their credentials and interest in the position and a resume with at least 3 professional references.

Materials are to be submitted by **Monday, November 26th, 2018** to:

hannah@manisteefoundation.org with the subject line
"MCCF/Launch Manistee AmeriCorps/VISTA position"

or

Mailed to:
Manistee County Community Foundation,
AmeriCorps VISTA position
395 Third Street, Manistee, MI 49660

An interview team will screen applicants, interview finalists and provide a hiring recommendation.