



AmeriCorps members are not volunteers or employees but are selected to serve with an organization.

Job Title: Research and Financial Literacy VISTA
Department: Development Department
Reports To: Executive Director
Status: Full-Time under Housing Action Illinois AmeriCorps VISTA Program
One Year Commitment – Start Date – 8/26/2024 to-08/25/2025
Location: 1922 N. Pulaski Road, Chicago 60639
Hours: Monday through Friday 9 a.m. to 5 p.m. – Remote days available

Housing Counseling Corps is an initiative of Housing Action Corps that aims to build the capacity of housing counseling programs and establish a path for AmeriCorps members to become HUD-Certified housing counselors. Launched in 2021, Housing Counseling Corps members spend their service learning about the housing counseling profession, becoming familiar with the specific programs and needs of a housing counseling agency, and preparing for the HUD Housing Counseling Certification Exam. Housing Counseling Corps members serve with housing counseling agencies in Illinois and throughout the United States.

AmeriCorps VISTA is an AmeriCorps program that connects AmeriCorps members to community organizations to fight poverty. Through fundraising, volunteer recruitment, and program development, members gain skills that put them on track for a life of service in the public, nonprofit, or private sector. AmeriCorps members are not volunteers or employees but are selected to serve with an organization. Serving in AmeriCorps helps develop leadership and professional skills while making sustainable change in a community.

Organization Summary:

The Research and Financial Literacy VISTA will serve with Spanish Coalition for Housing in Chicago, IL from August 2024-2025. Spanish Coalition for Housing (SCH) is part of the Housing Counseling Corps initiative of Housing Action Corps, an AmeriCorps VISTA program managed by Housing Action Illinois since 2010. Housing Counseling Corps members receive custom training, support, networking, and post-service employment opportunities in the housing counseling field, in addition to the traditional benefits of AmeriCorps VISTA. Learn more: housingactionil.org/ameri-corps. SCH is a nonprofit community organization with 50+ years of experience providing bilingual housing counseling and education to meet the financial and housing needs of low-to-moderate income households. Our goal is to decrease the racial wealth gap and build generational wealth for Latinx and low-income communities across Chicagoland,

who are frequently facing disinvestment and predatory housing practices.

Position Summary:

The Research and Financial Literacy VISTA will lead focus groups, surveys, and research to create a document that illustrates the affordable and stable housing landscape in our communities. They will also educate new populations about SCH services while coordinating and expanding the reach of our Financial Literacy Workshops. We are seeking applicants with a positive outlook and people skills that will strengthen the SCH team. Our ideal candidate will have advanced communication and presentation skills, as well as experience and/or interest in leading focus groups and discussions. While not mandatory, they would ideally be fluent in Spanish and have experience, or a degree, related to communication or data sciences.

Responsibilities:

- Get acclimated with SCH team, programs and service areas in order to better understand agency mission and strategic plan.
- Conduct extensive research and data collection
- Create a largescale survey to assess community needs
- Develop a curriculum that meets clients unique needs
- Facilitate quarterly focus groups to collect data
- Conduct group interviews of community-level stakeholders engaged with the housing sector at various levels
- Pilot a monthly financial literacy workshop
- Track engagement of new and prospective clients and community partners
- Study and pass the HUD housing counseling certification exam
- Raise awareness of the host organization by elevating stories of impact

Qualifications/Skills:

- Associates or Bachelor's Degree.
- Computer literate and technologically proficient in standard word processing, spreadsheet and data base software applications, web research. Proficiency in Microsoft Office Suite (Excel, Word, Power Point).
- Excellent written, editing and verbal communication skills.
- Public speaking
- Highly organized and motivated.
- Staff members are expected to present a professional, businesslike image to all clients, visitors, and the public. Business attire required.
- Interest in community development, housing issues, organizational development and communications.
- Spanish speaking is a plus but not required.

Program Benefits:

- \$300 monthly stipend
- \$100 monthly transportation stipend
- Program Stipend
- Childcare assistance if eligible
- Health coverage*
- Choice of Education Award or End of Service Stipend
- Training
- Living Allowance
- Relocation Allowance
- 10 personal days and 10 medical leave days during one year service. Additional leave days can be granted in certain situations.

*For details about AmeriCorps VISTA healthcare benefits, please visit
<https://americorps.gov/members-volunteers/vista/benefits>

Terms:

Permits attendance at school during off hours. Permits working at another job during off hours.

To Apply:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=122416>

Contact: AmeriCorps Leader
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housingactionil.org/ameriCorps

Listing ID 122416