



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

Job Title: Systems and Resources VISTA
Department: Program Department
Reports To: Program Manager
Status: Full-Time under Housing Action Illinois AmeriCorps VISTA Program
One Year Commitment – Start Date – 9/8/2026 to 09/7/2027
Location: 1922 N. Pulaski Road, Chicago 60639
Hours: Monday through Friday 9 a.m. to 5 p.m.

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:

Spanish Coalition for Housing (SCH) is a non-profit community organization with over 50 years of experience providing bilingual housing counseling and education to LMI households to meet their financial and housing needs. Our goal is to decrease the wealth gap and build generational wealth for communities across the Chicagoland region facing displacement and predatory housing practices.

Position Summary:

This position will build capacity for our clientele and community stakeholders by creating and enhancing a robust ecosystem of online tools to bring more affordable housing units available. The VISTA will create the framework for a monthly newsletter to encourage constant engagement, educating members on different topics, resources, and services SCH has to offer.

Responsibilities:

- Get acclimated with SCH team, programs, outreach and reporting systems and partners
- Attend SCH workshops and review program literature to grow in knowledge about scope of the organization
- Meet with one counselor from each service line to gain understanding of each program
- Obtain knowledge in areas of resource development, communications, SCH programs, and organizational development through working with supervisors and leadership team

- Engage in necessary training on developing robust community surveys, focus group methodology, data collection and data collection
- Create a monthly newsletter
- Track and analyze monthly newsletter and related resources.
- Develop a schedule and procedures for developing, incorporating, and rolling out a robust online portal and ecosystem
- Engage in resource development to create a list of local servicers for affordable rental housing such as contractors, electricians, home supply, repair stores, etc.
- Track the engagement of new and prospective members
- Develop a strategy for gathering data on community needs and the state of affordable rental housing resources and affordable rental housing through survey design and focus groups
- Develop an interview protocol that obtains necessary information for an accurate picture of the state of affordable rental housing in our communities
- In collaboration with the development department, create and disseminate a large-scale survey to assess community needs.

Qualifications/Skills:

- High school diploma/GED
- Age Requirement: Minimum 18 years of age
- 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
- Communication and data science skills
- Experience with data sciences to include data collection, survey creation and focus groups
- Highly organized and motivated.
- 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 housing stipend (must provide copy of lease and proof of monthly payment)
- Up to \$100 monthly public transportation stipend (must provide monthly transportation receipt)
- 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=129189>

Contact: AmeriCorps Leader

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