



Colorado | **Campus Compact**



## **Colorado Campus Compact AmeriCorps\*VISTA Leader Position Announcement**

The Colorado Campus Compact (CCC) Access Colorado program is seeking an AmeriCorps\*VISTA team leader to support 21 VISTAs placed at 11 host site educational institutions in Colorado. The VISTA leader will be based in the CCC office at Regis University in Denver, Colorado. Campus Compact is a national coalition of more than 1,100 college and university presidents—representing some six million students.

Access Colorado is dedicated to increasing school retention rates and student access to post-secondary education by setting up and supporting civic engagement and service-learning initiatives. VISTA members create partnerships between institutions of higher education, local school districts, nonprofit institutions, and businesses. The team leader is responsible for supporting this innovative team.

### **Responsibilities:**

1. Support all aspects of the Access Colorado's statewide program management:
  - a. Serve as a liaison between VISTA members and CCC staff
  - b. Collaboratively develop and implement comprehensive training and reflection programs for VISTA members, including coordinating logistics for pre-service orientation and in-service trainings
2. Create a support network among Access Colorado VISTA members:
  - a. Promote information sharing and resource building among members and projects
  - b. Provide relevant resources, training, and networking
3. Assist in managing the VISTA recruitment process:
  - a. Support VISTA supervisors with national and regional recruitment
  - b. Track applicants and maintain communication with host sites
4. Gather, organize, and analyze data for program sites:
  - a. Ensure that VISTA members complete monthly reporting and federal grant requirements on a timely basis
  - b. Synthesize member progress reports for quarterly reports to federal funding agent

## **Required Qualifications**

- Completion of one year as an AmeriCorps\*VISTA member (other national service **does not qualify**)
- Bachelor's degree from an accredited college or university
- Valid driver's license and ability to travel to sites located up to 100 miles from Denver (a vehicle will be provided)
- Ability to take initiative and work independently
- Proficiency in Microsoft Office suite, email, and Internet and ability to learn new software applications
- Ability to work in teams and collaborate with Access Colorado program manager and other CCC staff
- Ability to understand and communicate federal grant guidelines to partners and VISTA members
- Excellent verbal and written communication skills

## **Preferred Qualifications**

- Understanding of civic engagement and service-learning initiatives
- Experience working with community partners, relationship-building, and networking
- Understanding of online social networking

## **Organizational Relationships**

The Access Colorado VISTA leader will:

- Report to the Access Colorado program manager
- Collaborate with CCC staff and national Campus Compact VISTA Leaders

## **Benefits**

- AmeriCorps\*VISTA leader living allowance
- \$1,500 additional housing subsidy per annum
- Health coverage
- Relocation allowance
- Federal loan forbearance
- Childcare assistance, if eligible
- Professional development opportunities
- Choice of \$5,350 Education Award or \$2,400 stipend upon completion of one-year term of service

## **Application Procedure**

Applications are being taken on a rolling basis. VISTA leader service begins as soon as possible, and ends 12 months later. To apply, please email cover letter, resume, and three references with contact information to Melanie Brooks, program manager, at [mkbrooks@regis.edu](mailto:mkbrooks@regis.edu). In the subject line please indicate VISTA team leader application.