**Community Engagement Organizer 1**

**DESCRIPTION:**
Are you ready to join an organization where you can make an extraordinary impact every day? NCALL in Dover, Delaware is an established nonprofit leader working across Delmarva in the fields of affordable housing, community development, and lending. With an outstanding history of achievements that spans more than four decades, a diverse staff of 38, and a budget of $4.4 million, NCALL is a charter member and star producer in NeighborWorks America’s 250-member Network of Excellence. Over the years, we have had a regional impact of assisting over 32,000 households and leveraging over $10 billion in housing and community financing. Our vision is “Affordable Homes and Thriving Communities for All.”

NCALL has an immediate AmeriCorps VISTA Summer volunteer position opening to assist in adding both short and long term capacity to NCALL’s infrastructure by increasing critical capacity in the organization’s Neighborhood Revitalization Department. During this 8 week term with NCALL Research, the successful candidate embrace and become a vital part of NCALL’s Community Revitalization work in the Dover Area.

This is a VISTA Volunteer Opportunity through the AmeriCorps program. Please visit the Corporation for National and Community Service website at [www.cns.gov](http://www.cns.gov) for more information or register at [www.my.americorps.gov](http://www.my.americorps.gov) to view the job posting.

**APPLICATION DEADLINE:** Wednesday April 22, 2020

**SUPERVISOR:** Community Engagement Specialist

**LOCATION:** Dover, Delaware

**SUMMARY OF DUTIES AND RESPONSIBILITIES:**

1. Candidate must be enrolled in the VISTA program at the time of service.
2. Work with team in recruiting and training resident volunteers.
3. Assist and/or lead trainings, orientations, community forums and/or workshops.
4. Participate during community events and projects by leading activities/meetings or helping to serve, engaging with attendees and recruiting residents to sign up within the various capacities outlined in the volunteer handbook.
5. Assist with the management of volunteers during events and projects.
6. Assist in updating department presentations, surveys, handbooks and handouts
7. Identify opportunities to connect residents to NCALL and/or Restoring Central Dover.
8. Complete surveys and interviews for potential new service areas.

9. Assist with recruiting and managing volunteers for the completion of the Building Parcel Survey.

10. Assess marketing and social media needs of current financial literacy program.

11. Develop marketing/social media plan to expand program presence.

12. Create 12-month social media and communication plan.

13. Create Library of Newsletter Articles and Social Media Post.

14. Other duties as assigned.

15. Position requires occasional evening travel, meetings, and workshops.

16. Position requires use of personal vehicle for NCALL travel and volunteer must maintain a valid driver’s license and paid automobile insurance.

17. Report activities/accomplishments to supervisor and funding sources in a timely, complete, and accurate manner.

18. Work individually with diligence and with team members to accomplish established work plan and objectives.

QUALIFICATIONS:

1. Associate’s degree in appropriate field preferred.

2. Experience in researching and comparing software products preferred.

3. Excellent verbal and written communication skills.

4. Good mathematics, budget, and economic skills.

5. Empathy and understanding for people facing economic difficulties.
6. Courteous and business-like manner in dealing with public and co-workers.

7. Proficiency in Microsoft Office and Internet applications.

BENEFITS:
- Living Allowance
- Educational Stipend
- Other benefits as applicable under the AmeriCorps VISTA Program.

NCALL is an Equal Opportunity Employer. Diversity and inclusion apply to both our workforce and the communities we serve.