



AmeriCorps VISTA Member

Full Time Position

Job Description

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence-free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is expected that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of equitable and inclusive work culture based on the vision, purpose and values of our Diversity, Equity and Inclusion Strategic Action Plan, that is the foundation for all our work.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way. **This is a one-year, full-time position.** While at ODVN the VISTA will be responsible for:

- Engaging individuals with lived experience for ODVN's Speakers' Bureau and other advisory workgroups that will help to guide and evaluate ODVN's work while also providing education to communities and stakeholders.
- Collecting data and conducting research regarding the challenges faced by member programs as they operate with fewer resources and increasing demands for services.
- Compiling data and assisting with data entry for ODVN's Housing and Health Access Programs to ensure compliance with funders, and to evaluate need for additional resources.
- Developing communications tools and other documents to promote the agency's mission.
- Assisting with fund development including researching and writing grant proposals.
- Other duties as assigned.

Reports to: Executive Director

Qualifications:

- Strong written and oral communication skills. Graphic design skills are a plus
- Strong inter-personal skills to develop professional relationships with program partners and program staff

- Strong organizational skills and ability to handle multiple tasks in a fast-paced environment
- Valid driver's license, access to own transportation, willingness and ability to travel statewide

Location:

Columbus, Ohio and statewide with potential for remote teleworking to be determined.

Salary and Benefits:

- Salary and benefits will be determined through agreement with the VISTA AmeriCorps program through Think Tank, Inc.
- Housing Stipend will be \$400 per month, paid to a vendor identified by VISTA Member.
- A cell phone stipend of \$50 per month will be paid to VISTA Member.
- Successful completion of an AmeriCorps term of service can lead to eligibility to receive the Segal AmeriCorps Education Award. The Education Award can be used to repay qualified student loans or to pay current educational expenses at eligible institutions of higher education and training programs.

Application Process:

We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

To apply:

Please submit a resume, writing sample and a cover letter or equivalent, to Mary O'Doherty, at maryo@odvn.org. Please do not submit anything by mail. No telephone inquiries please.

The review of applications will begin immediately. Scheduling of initial interviews will begin as soon as possible until a qualified applicant is hired.

ODVN is an Equal Opportunity Employer

ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by:

Welcoming diverse people and perspectives

Focusing on areas of inclusion via advocacy, training and leadership

Ohio Domestic Violence Network
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