



Capital Solutions Americorps VISTA Member

Enterprise is a national nonprofit that exists to make a good home possible for the millions of families without one. We support community development organizations on the ground, aggregate and invest capital for impact, advance housing policy at every level of government, and build and manage communities ourselves. Since 1982, we have invested \$64 billion and created 951,000 homes across all 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands – all to make home and community places of pride, power and belonging. Join us at enterprisecommunity.org.

Working at Enterprise

At Enterprise, you'll be part of a diverse, committed team making a difference every day. You will collaborate with some of the smartest minds and biggest hearts in our field. You'll be empowered to drive systems change and take bold steps to advance racial equity. And you will find a career home where you're valued and supported in your growth journey.

VISTA Assignment Objectives and Member Activities

The Capital Solutions AmeriCorps VISTA ("VISTA") will build capacity of the technical assistance and trainings provided, and capital deployed, to organizations that create and preserve affordable housing in New York City. The VISTA's main duties will be, first, to administer key parts of Enterprise New York's [Faith-Based Development Initiative](#). Secondly, the VISTA will organize back-up documentation and update marketing materials for Enterprise's capital products (e.g. grants, loans, flexible funds), and support administration of innovative capital products like the [Partners Impact Fund / Frey Fund](#).

Build capacity for recruitment, technical assistance, and project management of faith-based organizations in FBDI cohorts.

- Review, update, and format outreach materials for FBDI trainings and event (e.g. overviews, slidedecks, graphics, blogs).
- Document and follow up on project management meetings by capturing important points and reminding the group of next steps.
- Coordinate scheduling and logistics of site visits, and other external events, with FBDI cohort and faith-based development partners.
- Assess and document event planning, and coordinate logistics during event execution.
- Consolidate contract and grant due diligence, file invoice/disbursement requests, and update internal files.
- Track data for reporting, which may include technical assistance provided, funds spent on contracts and grants, trainings held, etc.



Research and organize data of faith-based organizations and network into databases.

- Organize and research information on contacts from Enterprise and partner events, trainings, gatherings, etc.
- Update internal FBDI contact lists, and coordinate updates to Salesforce database.

Organize and update information on Enterprise’s capital products, and support administration of the Frey Fund and other products.

- Draft outreach information, such as mailing blasts, blog posts, and messages, to amplify Enterprise’s capacity building work and innovative capital products.
- Document Frey Fund activities and reporting progress.
- Research emerging capital products, affordable housing financing, development and preservation programs, as well as innovative case studies.
- Develop internal tracking tools to help measure social impact outcomes for existing innovative capital products.

Refine tools and add to research to empower organizations that create and preserve affordable housing in New York City.

- Organize and update information in New York office relationship tracker.
- Update existing and, as needed, create new partner overviews. Get acquainted with Enterprise’s partnerships and work.
- Refine resource library tool, created in the New York office’s Capacity Building collaboration hub, to support team collaborations.

Requirements and Qualifications

This is a full-time yearlong paid position through the AmeriCorps VISTA program effective June 17, 2024 – June 17, 2025. Enterprise’s New York City office is currently utilizing a hybrid work format. However, candidates must be able to work full-time in the office should Enterprise re-establish such requirements.

Applicants should meet the following requirements through AmeriCorps:

- Be 18 years or older (no upper age limit).
- Hold one of the following citizenship or legal residency statuses: US citizen, US National, Lawful Permanent Resident (i.e. Green Card status), and persons legally residing within a state.

In addition, applicants should meet the following qualifications through Enterprise:

- Completed undergraduate degree.



- Experience or demonstrated interest in affordable housing and community development.
- Competence with Microsoft Office, including Word, Powerpoint, and Excel.
- Attention to detail and emphasis on accuracy and quality of work.
- Experience conducting qualitative and/or quantitative research.
- Strong written and oral communication skills to translate complex information for non-technical audiences.
- Willingness to ask questions and commitment to learn and apply new skills, approaches, and knowledge.

Apply

To apply, please e-mail your resume, cover letter, and information for two professional references (including Name, Organization and Title, Relationship to applicant, E-mail) to Betty Fong, Program Officer, at bfong@enterprisecommunity.org. Please title your documents in the following format:

- Yourlastname – Resume
- Yourlastname – Cover Letter
- Yourlastname -- References

The position will remain open until filled. Applications submitted by May 13, 2024 will be given priority consideration. Applicants will need to additionally fill out an application with AmeriCorps for further consideration during the interview process.

Benefits

See the full AmeriCorps VISTA benefits here: <https://americorps.gov/members-volunteers/vista/benefits>.

- **Living Allowance:** AmeriCorps provides a living allowance at an annual rate of \$29,043.56. Additionally, Enterprise offers a housing subsidy at \$1000/month (based on New York City residency).
- **End of Service Benefit:** Receive the [Segal AmeriCorps Education Award](#) (valued at approximately \$6,895) to pay for a range of education expenses or the end of service \$1,800 cash stipend.
- **Professional Development:** Receive a variety of AmeriCorps training and development opportunities, and one year of non-competitive eligibility for federal employment. Join the AmeriCorps alumni network.
- **Leave:** You are entitled to personal leave, medical leave, and leave for holidays recognized by your sponsoring organization.



- **Healthcare Benefits:** You have two healthcare benefit options, one for members who already have health insurance coverage at the start of service and the other for those who do not.
- **Reduction of Education Costs:** There are several benefits available that can help you manage, or even reduce, your federal student loans and potentially lower your overall student debt.
- **Travel:** AmeriCorps offers relocation travel assistance and a settling-in allowance if you are moving more than 50 miles from your home to serve as an AmeriCorps member with the VISTA program.
- **Child Care:** If you have children under the age of 13, you may qualify for the AmeriCorps childcare benefit.