Job title: NYIC VISTA, Operations @ Chhaya Community Development Corp.

This position is part of the NYIC VISTA program, which is run by the New York Immigration Coalition (NYIC) and places AmeriCorps VISTAs – referred to as NYIC VISTAs – at nonprofit organizations throughout New York State where they build organizational capacity through communications, fundraising, program development/outreach and/or volunteer management projects. The capacity that they build is then used by their host organizations to advance their work on providing community members with anti-poverty services (e.g., ESL/ESOL, legal, youth, health, housing, employment/career). NYIC VISTAs are supported by the NYIC with several multi-day in-person trainings throughout the year, weekly webinars, monthly check-ins with NYIC staff, and ongoing networking opportunities. Visit www.nyic.org/vista for more information and a full list of our current FY23 VISTA positions.

Member Duties: HOST ORGANIZATION: Chhaya Community Development Corporation (Chhaya), https://chhayacdc.org. MISSION: Chhaya builds the power, housing stability, and economic well-being of South Asian and Indo-Caribbean communities in New York City. VISTA ACTIVITIES: The Operations NYIC VISTA placed at Chhaya will focus on supporting organizational development by building internally-focused systems, resources, tools and templates (e.g., around fundraising and reporting, staff management, office management) to better support and organize Chhaya’s overall work. SERVICE LOCATION: 37-43 77th St, 2nd Floor, Jackson Heights, NY 11372-6629. LIVING ALLOWANCE: $26,798.30.

Program Benefits: Choice of Education Award or End of Service Stipend, Training, Health Coverage*, Relocation Allowance, Living Allowance, Childcare assistance if eligible.

*For details about AmeriCorps VISTA healthcare benefits, please visit http://www.vistacampus.gov/healthcare

Terms:
Permits working at another job during off hours, Permits attendance at school during off hours.

Service Areas:
Community and Economic Development.

Skills:
Non-Profit Management, Administration, Operations, Fund raising/Grant Writing

Program Start/End Date 12/05/2022 - 12/04/2023
Work Schedule Full Time
Education-level College graduate
Age Requirement Minimum: 18 Maximum: None
Program Locations NEW YORK New York City (inc. Long Island CT NJ NY)
Languages South Asian languages a plus
Accepting Applications From 09/01/2022 To 12/31/2022

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