

## **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](http://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 Chaya 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 Chaya'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

**Contact** Kiwi Grady

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