

**HOUSING ACTION ILLINOIS  
JOB DESCRIPTION  
LEAD VISTA**

**Responsible to:** Director of Development

**Summary of Primary Job Functions:** The Lead VISTA will primarily be focused on coordinating the efforts of the VISTA Program Associates. The Lead VISTA will be responsible for administrative duties and will coordinate the activities of the VISTA Program Associates.

**Duties and Responsibilities:**

- Coordinate and maintain the communication efforts of 12 VISTA Program Associates assigned to HAI member organizations around the state of Illinois.
- Responsible for communication between Housing Action Illinois staff and VISTA Program Associates on and off site.
- Responsible for weekly meetings with each VISTA Program Associate.
- Responsible for gathering quarterly and progress reports and their timely submission.
- Responsible for administrative duties involving the Housing Action Illinois VISTA team.

**Training and Support Offered:**

The Lead VISTA will receive the same supervision, oversight, and feedback as other full-time paid staff (e.g., through staff meetings and annual evaluations), with the addition of weekly meetings with the *Development Director* to evaluate and plan the Lead VISTA's day-to-day activities and coordination efforts with VISTA Program Associates. These one-on-one meetings will be more frequent during the first three months of placement.

**Qualifications:**

- Bachelor's Degree preferred.
- Prior experience as an AmeriCorps VISTA
- Strong problem solving and group work leadership skills.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to work independently and as a leader in part of a team.
- Sound organizational and computer skills.
- Effective oral and written communication skills.
- Desire to begin a career in a nonprofit management, gain exposure to the nonprofit sector.
- Ability to work flexible hours.