

**Northwest Side Housing Center** – [www.nwshc.org](http://www.nwshc.org)

1 VISTA Community Program Associate– Training in June

Northwest Side Housing Center works to build and strengthen the community by working for safe and affordable housing.

**Summary of Primary Job Functions:**

- Coordinating volunteer recruitment/management; developing communication strategies that meet the needs of non-English speakers (bilingual Spanish-English or Polish-English preferred).

**Duties and Responsibilities**

- Work with staff to assess the needs of Northwest Side Housing Center, create a volunteer program and recruit and train community volunteers.
- Manage quarterly newsletter and other outreach strategies highlighting organizational accomplishments.
- Explore new funding sources by researching area corporations and foundations.
- Write grant proposals to attain sufficient funds to hire full-time fundraiser.

**Qualifications:**

This position requires an energetic and detail oriented team player with a deep commitment to fighting for what's right. Candidates must possess a strong background in social justice or advocacy work and previous community organizing experience is a plus. Candidates must be able to work independently and as part of a team, be a good listener, think creatively and have a desire to work in an environment that encourages community empowerment. The position requires basic computer skills and knowledge of Microsoft Office. Flexible work schedule is needed. Prior fundraising experience is preferred, but not required. Bilingual Spanish-English or Polish-English preferred.