



## AmeriCorps VISTA Innovation + Outreach Coordinator

Through the AmeriCorps VISTA program, Community Capital Fund is seeking an Innovation + Outreach Coordinator.

### Background

The Community Capital Fund (CCF) is a 501(c)(3) community development nonprofit that supports and promotes innovative and measurable community development by focusing on neighborhood capacity building initiatives that leverage community resources and expertise. CCF works with organizations that strengthen and develop the financial, social, and knowledge capital of Kansas City's historically under-resourced and under-invested communities and neighborhoods. We do this through the Neighborhood Opportunity Grant Program, Neighborhoods Rising Fund, the annual Community Development Workshop, and the online community project mapping tool CommunityKC. To date, we've held 5 Community Development Workshops attended by over 6800 community members and stakeholders and awarded 45 grants totaling over \$400,000 to community development and neighborhood organizations.

### Position Description

The Innovation + Outreach Coordinator VISTA will assist in the development of programs, trainings, and events that will build on the success of our existing programs and will strengthen CCF's connection with our constituent community, partner organizations, and board members. Primary responsibilities include:

- Develop and implement neighborhood outreach and marketing and communications plans;
- Develop innovative programmatic evaluation techniques, including the identification of community impact metrics, data collection, analysis, and presentation of findings;
- Assist in the planning and execution of community development events, including the Annual Community Development Workshop, Neighborhoods Rising Fund Breakfast, and tours of the Neighborhood Opportunity Grant Program and Neighborhoods Rising Fund projects; and
- Support CCF's upcoming strategic planning processes.

### Qualifications

- Undergraduate degree in business, public administration, social sciences, urban planning/affairs, public policy, non-profit leadership, or other related field; working knowledge of economic and community development a plus
- Proficient in Microsoft Office; Adobe Creative Suite skills a plus
- Excellent writing and communication skills with various groups including the public, community members, board members, sponsors, and partners
- Graphic design experience a plus (please send samples of work)
- Strong research and analytical skills
- Experience with metrics and measuring impact of nonprofits preferred
- Strong interpersonal skills with a team-player mentality

- Strong attention to detail, organization skills, and ability to manage multiple projects
- Professionalism in the office and with our stakeholders, ability to represent CCF at community events
- Passion to make a difference in Kansas City's distressed communities

### **Compensation**

As a part of the AmeriCorps VISTA program, salary and benefits are provided directly from the Corporations for National Community Service (CNCS). Read the VISTA FAQs or the VISTA Member Handbook for more information.

### **Apply**

Candidates should send their resume, cover letter, and examples of work to [info@ccfkansascity.org](mailto:info@ccfkansascity.org) by March 31, 2017. In the cover letter, describe why you are interested in working for CCF and how your professional and academic background and experience is relevant to the responsibilities and qualifications outlined in the job description. Interested candidates must also fill out the online Americorps application once it is made available. The Community Capital Fund is an Equal Opportunity Employer.