



## **servePGH 2012-2013 AmeriCorps\*VISTA Information & Application**

On September 10, 2009, Mayor Luke Ravenstahl pledged that the City of Pittsburgh would help the country achieve the goals of the Edward M. Kennedy Serve America Act by joining New York City Mayor Michael R. Bloomberg and fifteen other Mayors from across our nation to launch the Cities of Service coalition. The bipartisan coalition includes more than 100 mayors – representing nearly 50 million Americans – who have committed to work together to engage citizens in a multi-year effort to address pressing city needs through impact volunteerism. By signing the Declaration of Service, Mayor Ravenstahl committed to developing a coordinated strategy to utilize service as a significant municipal strategy for addressing local challenges.

Mayor Ravenstahl launched servePGH in March 2011 to engage Pittsburgh's citizens in service and answer President Obama's national call to volunteerism. Through seven new and innovative servePGH initiatives, Mayor Ravenstahl has engaged citizens in volunteer-fueled solutions to revitalize City blocks, restore vulnerable resident's homes, help middle-school youth navigate life's challenges, and more. Additional information is available at [servepgh.pittsburghpa.gov](http://servepgh.pittsburghpa.gov).

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Pittsburgh Mayor Luke Ravenstahl's Office of Service and Civic Engagement is now accepting applications for a servePGH 2012-2013 AmeriCorps\*VISTA to support the Sustainable Home Improvement Partnership. The Sustainable Home Improvement Partnership repairs and weatherizes the homes of veterans, seniors, and disabled residents with local nonprofits and citizen volunteers.

### **Position:**

Applications are being accepted for a Veteran's Service Associate. His/her lead responsibility will be developing and coordinating the Sustainable Home Improvement Partnership.

### **Schedule:**

The Veteran's Service Associate will serve full-time for a period of one year, from February 2012 to February 2013. Some weekend and evening hours may be required. VISTA's are also required to attend a mandatory pre-service orientation.

### **Benefits:**

VISTA's will receive a living allowance of \$927/month, before taxes. They will also have the option to enroll in the VISTA Health Benefits Program. VISTA's who complete their year of service may receive either a \$1,500 cash award or a Segal Education Award, amounting to \$5,550. This award, which is subject to taxation, can be applied to any Federally backed loan or used to pay tuition in the future.

**NOTE:** *Per the policy of the Corporation for National and Community Service, VISTA's cannot engage in additional paid work during their year of service. For detailed information about AmeriCorps\*VISTA, including member benefits, please visit: <http://www.americorps.gov/about/programs/vista.asp>.*



**Application Process:**

Please see pages 4 and 5 for the application, which can be submitted via email to [servepgh@city.pittsburgh.pa.us](mailto:servepgh@city.pittsburgh.pa.us) or via mail to: Office of Mayor Luke Ravenstahl c/o servePGH, 512 City-County Building, 414 Grant St., Pittsburgh, PA 15219.

**NOTE:** Prior to a candidate's acceptance, he/she will need to complete an on-line application through the Corporation for National and Community Service's My AmeriCorps site ([my.americorps.gov](http://my.americorps.gov)).

<b>Application Release</b>	November 1, 2011
<b>Application Deadline</b>	November 28, 2011 or until filled*
<b>Interviews</b>	Completed by December 9, 2011
<b>servePGH VISTA Announced</b>	January 2012
<b>VISTA Pre-Service Orientation</b>	February 6-9, 2012
<b>Program Duration</b>	February 2012-2013

*\*Applicants are encouraged to apply early, as interviews will begin in early November 2011.*

AmeriCorps\*VISTAs will be required to complete a criminal background check and child abuse clearance.

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**servePGH AmeriCorps\*VISTA Job Description:  
Veteran's Service Associate**

In fall 2011, Mayor Luke Ravenstahl, the Urban Redevelopment Authority, Pittsburgh Partnership for Neighborhood Development, The Home Depot Foundation and eight local nonprofits launched the Sustainable Home Improvement Partnership (SHIP). SHIP repairs and weatherizes the homes of veterans, seniors, and disabled residents in collaboration with local nonprofits and citizen volunteers.

The Mayor's Office of Service and Civic Engagement is looking for an AmeriCorps\*VISTA member to serve as coordinator for the Sustainable Home Improvement Partnership. The member will be responsible for developing outreach strategies and materials; program design and implementation; sustainability planning; and evaluation. All VISTA's serving in the Mayor's Office are based in the City-County Building and have the unique opportunity to partner with a diverse array of stakeholders in City government, as well as the public and non-profit sectors.

The VISTA's primary responsibility will be to develop an infrastructure for regional home repair agencies to collaborate on weatherizing and improving the homes of veterans and other disadvantaged residents.

**Responsibilities Include:**

- Develop partnerships and conduct community outreach to low-income veterans and eligible community members
- Recruit volunteers
- Support and develop educational materials for homeowners about energy-saving lifestyle changes
- Create framework for tracking outcomes, including the measurement of environmental and economic impact
- Establish long-term system for collaboration among home repair agencies and leverage use of available technological resources
- Participate in sustainability planning including fundraising and strategic planning

**The ideal candidate will have the following qualifications:**

- Bachelor's degree required
- Ability and willingness to work some weekend and evening hours
- Proficiency in Microsoft Office
- Strong oral and written presentation skills
- Experience in volunteer recruitment
- Willingness to take initiative, a self-starter
- Experience in community organizing
- Commitment to collaboration and problem solving
- Ability to work in a team and build partnerships with key stakeholders
- Experience with and/or willingness to learn database management, recording and tracking of data
- Experience in program implementation preferred
- Interest in veteran's affairs



**servePGH 2012-2013 AmeriCorps\*VISTA Application**

**Part One: Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Part Two: servePGH 2012-2013 AmeriCorps\*VISTA Application Questions**

Please respond to each question in 250-300 words (approximately two paragraphs per question):

1. Why are you interested in the Veteran's Service Associate position?
2. What specific experiences and/or skills will you bring to the position?
3. What skills or experience do you hope to gain from the position?

**Part Three: Resume and References**

Please attach a resume to your completed application.

Additionally, please list three academic or professional references. Be sure to select individuals who can speak to your interests, experience, skills, and talents.

Name	Contact Number	Email	Relationship	How many years they have known you



**Application Checklist:** (Please review your application carefully prior to submission to ensure that it is complete.)

Part One: Contact Information

Part Two: servePGH 2012-2013 AmeriCorps\*VISTA Application Questions

Part Three: Resume and References

Completed applications will be accepted and reviewed on a rolling basis through November 30, 2011. Applications can be sent electronically to [servepgh@city.pittsburgh.pa.us](mailto:servepgh@city.pittsburgh.pa.us) or mailed to:

Office of Mayor Luke Ravenstahl c/o servePGH  
512-City-County Building  
414 Grant St.  
Pittsburgh, PA 15219

If you have any questions during the application process, please contact Rebecca Delphia, Chief Service Officer, via email ([servepgh@city.pittsburgh.pa.us](mailto:servepgh@city.pittsburgh.pa.us)) or via phone (412-255-4765).