



## **Job Description 1/5/2021**

**Position:** AmeriCorps VISTA: Stewardship & Community Outreach Assistant

**Status:** One Year Term/AmeriCorps VISTA/Full-Time

**Reports to:** Operations Manager

**Location:** Columbia, Missouri

### **POSITION PURPOSE**

The Stewardship & Community Outreach Assistant will work to increase capacity within the organization to strengthen the connections between Missouri River Relief and the communities it serves through outreach and engagement with existing and new volunteer groups. The position's goal is to develop unique strategies aimed at deepening the communities understanding and appreciation of the Missouri River through education and hands-on stewardship through assisting with the organization, implementation and marketing of small and large-scale cleanup programs along the Lower Missouri River and its watershed.

### **RESPONSIBILITIES**

#### 65% River Cleanup Program Development

- Assists with the development and implementation of large-scale river cleanup programs including outreach and fundraising efforts.
- Assist with grant research, writing and fundraising to build program capacity.
- Identify and engage partners that serve low-income families and individuals.
- Coordinate with the education staff to develop and promote educational material designed to encourage plastic free solutions to real-world problems.
- Develop a small-scale river cleanup model for low-order streams and waterways affecting higher-order water quality.

#### 30% Volunteer Outreach and Development

- Expand our current database of civic and corporate volunteer groups.
- Build upon and expand our core volunteer base including outreach and recruitment efforts.
- Revise, create and implement new training materials and classes to engage and enhance volunteers while creating rewarding traditions to incentivize and retain members.
- Coordinate with organization's volunteer base to develop innovative ways to deepen the volunteer experience including training materials, guides and classes to engage volunteers.

- Work to create a pipeline for retaining and recruiting volunteers from river cleanup programs and transition them to long-term reliable volunteer crew members.
- Assist in creating a marketing plan to emphasize volunteer opportunities and manage social media outreach to volunteers.

5% “One MRR” Responsibilities: engage and collaborate across program areas when possible

- Contribute to an inclusive work community by using sensitivity to bring cultural relevance to the workplace and relationships with co-workers.
- Cultivate a culture of risk management throughout all programs.
- Proactively share the mission and program structure with external stakeholders.

## **KNOWLEDGE & SKILLS**

The Stewardship & Community Outreach Assistant must possess knowledge and skills which may result from formal education or experience in event planning and volunteer management. To perform effectively in this position, the individual should demonstrate the following competencies:

- Intentional Culture: Commitment to equity, inclusion, and cultural relevance within your teaching and community.
- Strategic planning: Demonstrate the ability to organize and implement programs while effectively utilizing organizational resources including volunteers and equipment.
- Communicative: Demonstrate the ability to engage with and inspire civic, corporate and family groups from all backgrounds before and during stewardship programs.
- Technology: Ability to use common computer programs including Microsoft Office, website tools and social media

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

The AmeriCorps VISTA must have the ability to:

- Travel across the lower section of the Missouri River Valley; this could include a variety of cities such as Omaha, NE, Columbia, MO, Kansas City, MO and St. Louis, MO.
- Possess a valid US driver’s license.
- Stand, walk, bend, stoop, and reach for extended periods of time.
- Ability to work occasional weekends.
- Lift and carry up to 30lbs. (i.e. load, unload and move supplies, assist in river cleanup programs transporting large items).
- Work outdoors in all weather conditions (i.e. in temperatures over 100°F, as well as rain and other inclement weather conditions as needed).

**This job description is not meant to state or imply that these are the only duties performed by the AmeriCorps VISTA occupying this position. AmeriCorps VISTA will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with federal and state laws.**

**AmeriCorps VISTA is a Federal assistance provider. The mission of AmeriCorps VISTA is to strengthen organizations that alleviate poverty through volunteering and the mobilization of resources.**

**Equal Employment Opportunity: Recruiting and retaining a diverse workforce is a high priority at Missouri River Relief. Missouri River Relief does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship or any other basis prohibited by law in any of its policies or programs.**