



Hiring now for an Equitable Recovery and Resilience VISTA

A partnership between the City of Flagstaff Sustainability Office, and the Center for Service and Volunteerism VISTA Project. Goal: To provide equitable access to underserved populations in Arizona in STEM Education, College and Career Access, and COVID-19 Recovery.

This VISTA position will be hosted by the City of Flagstaff Sustainability Office. The VISTA volunteer will serve a year-long term in this office, at 35 hours per week. The Equitable Recovery through Resilience VISTA will build neighborhood strength in the face of COVID-19 and its ongoing ramifications, increasing capacity of low-income neighborhoods to bounce back during both immediate emergencies and long-term challenges. The VISTA will develop and initiate programs that help neighborhoods fight poverty: they will support leaders and volunteers in identifying assets, cultivating assets, and supporting vulnerable neighbors. The VISTA will create neighborhood organizing support tools, capacity-increasing activities, and provide resilience-building support. This work will help ensure the COVID recovery has more distributed benefits by building the resilience of low-income Flagstaff neighborhoods.

VISTA Objectives and Activities

Volunteers: Build volunteer capacity AND volunteer support-capacity, to increase neighborhood volunteering and leadership that increases resilience and reduces poverty.

- Objective: The VISTA will develop a group of neighborhood resilience volunteers, to build up neighborhood strength and support residents living in poverty.
 - Performance period: months 2-10
 - Activity: create a Volunteer Recruitment and Support Plan, to identify how the Sustainability Office will recruit, interact with, and support volunteers. This plan will guide volunteer management activities for this project, including: volunteer 'job descriptions' to clarify expectations, volunteer policies, a management plan for how staff will work with and communicate with volunteers, and a recruitment plan.
 - Activity: build relationships within target neighborhoods to identify existing neighborhood leaders, potential leaders, and volunteers.
 - Activity: coordinate a recruitment campaign on a neighborhood-by-neighborhood basis, guided by the Volunteer Recruitment and Support Plan, AND the information learned from building relationships in the neighborhood.
 - Activity: work with neighborhood leaders to identify volunteer opportunities in the

neighborhood. Then, plan neighborhood meetings and neighborhood volunteer days to activate volunteers and increase engagement and involvement in neighborhood improvement.

- Activity: support neighborhood leaders with tools to organize volunteers, communicate volunteer opportunities, and engage effectively, on an ongoing basis, with neighborhood-based volunteers.
- Objective: The VISTA will train volunteer neighborhood leaders to build neighborhood capacity and resilience as part of the COVID-19 recovery.
 - Performance period: months 8-12
 - Activity: coordinate lead a capacity-building workshop to help neighborhood leaders learn new skills related to volunteer management, communication, asset-based community organizing, and poverty alleviation.
 - Activity: organize and then communicate tools and resources to neighborhood leaders that will help them 1) identify community needs or neighbors-in-need, 2) increase neighborhood resilience, 3) receive COVID-19 related assistance, or 4) support individuals in poverty.

Fundraising: Identify and obtain funding for neighborhood resilience-building

- Objective: The VISTA will support neighborhoods by identifying funding needs and opportunities that will build neighborhood resilience.
 - Performance period: Months 8-11
 - Activity: Identify funding needs for neighborhood recovery and resilience, and where that funding could be distributed to (City of Flagstaff, community service organizations, etc.). Specifically examine how low-income neighborhoods could be best served by outside funding.
 - Activity: Identify potential funding sources to support neighborhood recovery and resilience.
 - Activity: Assist the City, community service organization, neighborhood, or other potential funding recipient in applying for funding as needed.

Outreach: Develop and begin to coordinate an outreach strategy for how the Sustainability Office can reach Flagstaff and Northern Arizona residents living in poverty

- Objective: Identify gaps and opportunities for improvement with respect to communication with low-income neighborhoods and residents living in poverty.
 - Performance period: Months 3-5
 - Activity: Develop relationships with organizations that serve low-income residents and learn about services provided and information networks utilized.
 - Activity: Through research and informational interviews, identify information sources frequently used by low-income and underserved residents, messaging that may appeal to them, and the needs and priorities of Flagstaff's low-income communities.
 - Activity: Compile this information into an outreach gaps and opportunities report for use by internal staff.
- Objective: Develop and begin to coordinate a comprehensive outreach strategy specifically targeting low-income neighborhoods and residents, to better serve these residents and ensure they have the opportunity to participate in climate action and neighborhood resilience-building

- Performance period: Months 6-12
- Activity: Using the information gathered in the gap and opportunities report, create an outreach strategy for how the City can use different information, networks, and outreach techniques to reach low-income neighborhoods.
- Activity: Train staff and volunteers on how to utilize this report and forge better relationships with low-income members of our community.
- Activity: Create an implementation plan and outreach materials for staff to begin using the findings from this report.
- Activity: Begin conducting outreach to low-income and underserved neighborhoods and residents in Flagstaff, with the goal of increasing services provided to these neighborhoods.

Program Evaluation: Evaluate the City's ability to address poverty and increase neighborhood resilience

- Objective: Identify opportunities for the City of Flagstaff to better address poverty among its residents and increase neighborhood resilience.
 - Performance period: Months 8-12
 - Activity: Conduct interviews or discussion sessions with low-income residents who have been negatively affected by the COVID-19 pandemic, to identify where they lacked support and where community systems could provide more resources.
 - Organize qualitative results from the interviews / discussion sessions and other conversations that the VISTA had over their service term into a digestible report that presents common themes.
 - Develop a recommendations report that identifies opportunities for the City of Flagstaff to better support its low-income residents, based on the lessons learned of COVID-19.

Desired skills and experience:

- Applicants must have a strong interest in working with the public, working with neighborhood groups and neighborhood-based volunteers coordination, and resident engagement.
- Applicants should have a background in sustainability, education, environmental or climate science, resilience, equity, volunteer management, and/or communications.
- Effective and professional written and oral communication skills are critical.
- Applicants must be able to take initiative, work independently on multiple projects in an office setting, and meet deadlines.
- Experience with education or outreach, volunteer management, and one year of experience in project coordination, sustainability education and/or outreach practices.
- Applicants that have participated in an Associate Degree program, Bachelor's Degree program, or have experience related to community building/organizing or resilience are strongly encouraged to apply. Other relevant experience or education will also be given strong consideration.
- This is an AmeriCorps VISTA position with standard work hours, although some evening and weekend work will be required.