



# NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

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## Job Posting

**JOB TITLE** VISTA Coordinator

**PAY RANGE** \$19.23-\$21.63 per hour

### JOB DESCRIPTION

This position will work in VISTA (Volunteers in Service to America) grant administration, program compliance, subsite recruitment, member recruitment and support, program evaluation, performance metrics, data collection and analysis, planning, and grant-writing and fundraising in the North Central New Mexico Economic Development District Region (NCNMEDD). The prime responsibility is to work closely with Community Development Director, VISTA program subsites, and CNCS VISTA Portfolio Manager to develop and implement a strong VISTA program for the NCNMEDD region. This is a part-time position located in the Santa Fe office.

### DUTIES & RESPONSIBILITIES

Duty	Percent of total
Grant administration, program compliance, program evaluation, performance metrics, data collection and analysis,	70%
Subsite recruitment, member recruitment and support	20%
Grant writing, fundraising, special initiatives and other duties as assigned	10%

This position will require a highly motivated and responsible individual dealing with non-routine as well as repetitive assignments. Excellent thinking and problem-solving skills as well as oral and written communications skills are required. Close and effective working relationships with VISTA members, non-profits, and local government staff is a must. The position will require some traveling.

### EXAMPLES OF WORK PERFORMED

- Under direction of the Community Development Director, manage VISTA administrative program compliance, including VISTA contract continuation, VISTA contract amendments, budget oversight, and annual VISTA program monitoring
- Collaborate with nonprofits and local, state, and federal entities to develop VISTA subsite agencies
- Manage subsites including but not limited to compliance, supervisor training, Memorandums of Understanding, and recruitment and support
- Manage VISTA member program and policy compliance, including Sponsor Verification, Vista Assignment Descriptions (VADS), and Service Opportunity Listings (SOLs)
- Manage all aspects of VISTA member support and recruitment by organizing and attending outreach events, onboarding new members, developing Onsite Orientation and Training, and other forms of member recruitment
- Support active VISTA members placed at subsites through monthly meetings, professional development, and cohort building activities
- Collect data to fulfill performance metrics requirements
- Assist with grant reporting and performance metrics
- Manage VISTA semi-annual and annual reporting, including financial reporting

- Write grants and fundraise as necessary to support a robust program with full member and subsite enrollment
- Participate in and develop VISTA and AmeriCorps Service Opportunities such as Martin Luther King Day of Service
- Communicate about the VISTA program by developing paper and electronic materials for recruitment, newsletter purposes, and outreach
- Assist with special initiatives related to VISTA as needed
- Keep management informed by reviewing and analyzing special reports; summarizing information; identifying trends
- Research and prepare reports and presentations for management, communities and/or funding agencies
- Perform communications duties including tasks related to newsletter, website, and other communications tools as needed
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies
- Contributes to team effort by accomplishing related results as needed
- Other duties as assigned or necessary to meet the VISTA goals and objectives of NCNMEDD

#### **QUALIFICATIONS AND SKILLS REQUIRED**

- Professional program management experience, preferably three to five years, with previous VISTA service preferred, but not required
- Preference for a Bachelor's or Master's degree in a related field
- Strong computer skills, particularly MS Office Suite programs and MS Excel
- Strong writing skills
- Knowledgeable of federal, state, and local regulations and policies
- Basic office and computer skills, particularly MS Office suite programs
- Ability to accurately interpret, analyze, summarize and compile data
- Knowledge of program planning concepts, principles, and practices
- Ability to make good, sound-judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands
- Ability to establish priorities
- Knowledge of problem-solving techniques
- Ability to interpret and apply agency policies and procedures
- Ability to complete tasks within deadlines
- Maintain effective working relationships with NCNMEDD staff, contractors, member governments and Board members
- Excellent oral and written communication skills
- Ability to communicate well with the general public
- Ability to work and perform in conflict/crisis environments

#### **SUPERVISORY RESPONSIBILITIES**

This position may supervise an NCNMEDD VISTA leader position.

#### **PHYSICAL DEMANDS**

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

## **TRAINING**

Training will be required on the following:

- Code of Federal Regulations 200 (C.F.R. 200)
- VISTA sponsor and supervisor training

Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

## **DECISION-MAKING**

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

## **COMMUNICATIONS**

This position reports to the Community Development Director and interacts with NCNMEDD employees and contractors, New Mexico State agencies staff, Federal agencies staff, tribal, state and local elected officials, the public, and private and/or corporate entities.

## **EQUIPMENT USED**

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

## **WORK ENVIRONMENT**

This position will work in a standard, smoke-free, indoor office environment with other staff.

## **CONDUCT**

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of the North Central New Mexico Economic Development District and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

## **APPLICATION DETAILS**

Salary will vary based on education and experience. Position will remain open until filled. Optional benefits package includes medical, dental, retirement and paid time off. Candidate must successfully complete all pre-employment screening and requirements prior to commencing employment.

Applicants must complete NCNMEDD Employment Application at [www.ncnmedd.com](http://www.ncnmedd.com).

Email Felicity Fonseca, Community Development Director at [felicityf@ncnmedd.com](mailto:felicityf@ncnmedd.com) with any questions.