



POSITION DESCRIPTION

Job title: AmeriCorps VISTA Member for Community Development
Classification: AmeriCorps VISTA Member, temporary, full-time position
Term of Service: November 9, 2020 through November 8, 2021
Location: 3245 16th Street and/or 1 Arkansas Street, Studio E, San Francisco, CA*
*While our studios remain closed, all CE staff are working from home
Reports to: Social Services Manager

Creativity Explored is an equal opportunity employer committed to a diverse workforce. Bilingual/Bicultural individuals, people of color, women and people with disabilities are strongly encouraged to apply.

BENEFITS

- San Francisco County AmeriCorps VISTA Living Allowance (\$1,027.88 / every other week)
- End of Service Award (\$6,095 education award voucher or approximately \$1,800 cash stipend)
- \$100 monthly Commuter Stipend
- Healthcare allowance / Child care (if applicable)
- Relocation / settling in allowance (if applicable)
- Personal and Medical Leave (10 days each)
- Non-competitive eligibility status for federal jobs (i.e. for 1 year after service, VISTA members can be non-competitively selected for federal jobs)
- VISTA members will be certified in CPR and First Aid
- For more information, please visit <https://www.vistacampus.gov/in-service/benefits-service>

ABOUT CREATIVITY EXPLORED

For the past 37 years, San Francisco's Creativity Explored has given artists with developmental disabilities the means to create and share their work with the community, celebrating the power of art to change lives. Since our inception, our studio programming has launched careers for more than 400 artists with developmental disabilities. To date, CE studio artists have earned nearly \$2 million from their artwork and have been featured in galleries and museums in 14 countries. Forty staff work at CE, which has a budget of about \$3 million and operates two studios, as well as community satellite facilities.

POSITION OVERVIEW

As a VISTA member at Creativity Explored (CE), you will develop, implement and evaluate a strategic partnership plan to support more than 130 San Francisco artists with developmental disabilities. You will co-lead CE's partnership research, and develop and implement recommendations to best engage partners for community outreach and engagement. Institutional, government and business partners will also be researched and vetted to help fund short and long-term projects.

KEY RESPONSIBILITIES

Community Outreach and Engagement

- Research, vet and evaluate active and prospective partners expanding community outreach and artmaking workshops
- Cultivate a network of artists and community-based organizations to develop a wide array of opportunities for CE artists designed to expand choice, skills, employment and inclusion
- Evaluate and revise CE's partnership plan based on best practices in the nonprofit and for-profit industries and train staff and board on developed processes
- Assist studio staff to grow and sustain CE's Imagine Saturdays public workshops and paid internship programs
- Draft partnership materials (MOUs, proposals, etc)
- Create pitches and presentations for partnership recruitment
- Assist with partnership projects, including gathering artwork samples, tabling events, etc.
- Facilitate activities to further engage partners, i.e. preparing panel discussions, hosting onsite/virtual programming, etc.
- Analyze active partners and determine areas for growth
- Actively work to deepen relationships with partners who have the potential to impact other areas of CE programming
- Engage CE artists in partnerships through person-centered planning efforts
- Train CE staff on developed tools and processes
- Publish a sustainability plan for CE to use after the VISTA year of service

Fundraising

- Research prospective institutional, government and business partners to help fund short and long-term projects
- Draft grant applications and reports for institutional and government funders
- Assist CE's Development Department with additional partnership cultivation tactics as needed

Other Duties

- Performs any other reasonably-related duties as requested

KEY ACCOUNTABILITIES

Organizational Relationship

The VISTA member is expected to work productively in a team environment.

KEY SELECTION CRITERIA

- Associate's degree required, Bachelor's degree preferred in social work, public administration, or other related field
- Ability to meet deadlines and manage multiple tasks
- Excellent written and verbal communication skills
- Comfortable with public speaking
- Ability to work independently and with a group of diverse individuals, including artists with developmental disabilities, teaching staff and the general public
- Creative thinker and problem solver with attention to detail
- Highly organized and motivated
- Willingness to foster a culture of fundraising by working cooperatively with board members and staff
- Interest, enthusiasm and affinity for Creativity Explored's mission
- Enthusiasm to learn from and advocate for people with developmental disabilities
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and Google Suite (Gmail, Google Docs, Google Sheets, Google Drive) required
- Availability on some evenings and weekends as required by job assignments

TRAINING REQUIREMENTS

- Complete and maintain CPR, First Aid, and OSHA certification (initial certification to be completed within 30 days of hire)
- Complete Creativity Explored staff training pertinent to position job responsibilities as assigned

OTHER INFORMATION

This position is a temporary, full-time position with daytime Monday-Friday hours, and possible weekend hours on occasion.

The position is provided courtesy of the AmeriCorps VISTA program, a national service program designed to alleviate poverty. AmeriCorps VISTA (Volunteers in Service to America) members serve as a catalyst for change, living and working alongside community members to meet our nation's most pressing challenges and advance local solutions.

Candidates will also need to complete an application through MyAmeriCorps in order to be considered for this job opportunity.

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