



**PONTIAC**  
COMMUNITY FOUNDATION  
*Building a Brighter Future for Pontiac*

**Community Impact Coordinator-AmeriCorps VISTA Member  
September 2023**

**Overview**

Pontiac Community Foundation (PCF) is an independent 501(c)3 organization dedicated to building a brighter future for Pontiac by engaging philanthropy, leadership, and collaboration to tackle Pontiac's most pressing issues. PCF's most effective work accomplishes neighborhood investment, economic vitality, civic engagement, and racial equity initiatives, that help improve the quality of life for Pontiac residents and make the city of Pontiac the premier place to live, work, and play.

The Community Impact Coordinator-AmeriCorps VISTA Member will coordinate special projects for PCF's program department, providing support to various programmatic efforts throughout the department's portfolio. We seek a highly dynamic individual, who is able to work effectively both within teams and independently, to coordinate various special projects related to our mission and vision, under the direction of PCF's Program Director. Examples of special projects may include, but are not limited to: building mini-grant programs and facilitating grant award processes, coordinating social media campaigns, creating materials and program reports, writing and seeking out grant opportunities that align with PCF programming, and conducting research and data analysis across programs.

The Community Impact Coordinator-AmeriCorps VISTA Member will report directly to, and work closely with, PCF's Program Director throughout their term of service to ensure all projects assigned are in alignment with AmeriCorps and the Michigan Civil Service Commission's goals for successful service term completion.

***Note: This position is provided through AmeriCorps. Pontiac Community Foundation is serving as one of several host sites for interested candidates in partnership with the Michigan Civil Service Commission.***

**Position Responsibilities**

*Programmatic Support*

- Conduct research and collect data for grantmaking initiatives and special projects, aiming to provide insights that will inform decision-making processes regarding program development and future planning.
- Compile reports highlighting various aspects of the department's portfolio of programs to ensure that stakeholders have access to informative and actionable information.
- Collaborate on the development of long-term social media campaigns spanning across our diverse programs. This includes crafting visually appealing social media materials, all aligned with the PCF branding and overarching messaging strategy.
- Assist with the development of organizational documents including, but not limited to, logic models, theory of change documents, and other applicable materials to further PCF's long-term programming outcomes and objective.

*Special Projects Coordination*

- Develop and structure for grant programs, from developing grant guidelines, applications, and scoring rubrics, to assisting with grant application acceptance, facilitating grant review committee scoring and developing reporting procedures to ensure funding compliance.
- Research and identify potential grant opportunities, and maintain an up-to-date database of available grants, ensuring that PCF is well-positioned to secure funding for our initiatives.
- Curating Pontiac community events calendar, ensuring that our community stays informed about important local events and activities.
- Assist Program Director and other key PCF staff members with various additional upcoming projects as assigned.

## **Pontiac Community Foundation Skills and Qualifications**

- Embrace the mission, vision, and values of Pontiac Community Foundation.
- Highly organized and able to prioritize and manage multiple varied projects with specificity to detail, protocols, and professionalism.
- Superb written, verbal and interpersonal skills.
- Ability to develop and maintain positive interpersonal relations with all levels of staff, board of directors, committee members, partners both new and existing, and other key community stakeholders.
- Reliable transportation and ability to work on outdoor projects when necessary.
- Competent in G-Suite, Microsoft Office, Canva, and related platforms.
- Ability to work outside standard hours as needed, including occasional evenings and weekends.

## **AmeriCorps Skills and Qualifications**

- Communicate effectively both oral and written; research, develop, present, and promote programs to community, potential donors, and potential partners.
- Ability to support planning, development, and establishment of new and established programs effectively and efficiently.
- Strong organizational and project management skills, detail-oriented with the ability to prioritize and serve with multiple projects.
- Ability to work well within a team environment and record progress.
- Strong interest in volunteer service.
- Understanding of grant compliance.
- Able to serve full-time at a rate of 37.5 hours a week.

## **Compensation, Benefits, and Terms**

- AmeriCorps VISTA members receive a stipend of \$877 bi-weekly stipend and an education award of \$6,895 or a cash stipend of \$1,800 upon completion of service.
- AmeriCorps members serve 1-year, full-time terms of service, with personal leave and sick days as determined by AmeriCorps and the Michigan Community Service Commission.
- Work-from-home Fridays are currently in effect for all PCF staff members, with the option to work remotely on additional days as needed on a case-by-case basis.

## **Application Process**

- To be considered for this role, please submit your resume and cover letter to Sarah Niskanen at [sarah@pontiaccommunityfoundation.org](mailto:sarah@pontiaccommunityfoundation.org)
- Once resumes are reviewed, qualified candidates will be contacted for an interview with Pontiac Community Foundation staff. Interviews may be conducted in person or virtually.
- Once a candidate has been selected by Pontiac Community Foundation, they will have to complete the AmeriCorps application process, including the completion of a background check.
- Once the AmeriCorps application process has been successfully completed, an official offer of employment from AmeriCorps will be made.
- The AmeriCorps VISTA will complete training both internally with PCF staff and externally with AmeriCorps upon beginning service term.