



TITLE: Community & Volunteer Engagement AmeriCorps VISTA

TYPE: Full Time

LOCATION: 4801 S. Whipple St, Chicago, IL 60632

REPORTS TO: Director of Nonprofit Partnerships and CFB Executive Director

ORGANIZATION OVERVIEW

The Chicago Furniture Bank is a 501c3 nonprofit whose mission is to provide dignity, stability and comfort to Chicagoans that face poverty by allowing clients to handpick an entire home's worth of furnishings for free. Since opening in 2018, the CFB has grown to the largest furniture bank in the country and will furnish 4,000 homes for 10,000+ clients in 2022.

We currently furnish 15 homes per day through the referrals of 400 nonprofit partners. The CFB has a full-time staff of 60 employees (many hired from nonprofit workforce development agencies). The CFB's sister nonprofit, Honest Junk Company, is the first 501c3 decommission / hauling service in the country and allows the organization to cover the vast majority of its operating budget through earned revenue.

POSITION SUMMARY

The Volunteer Recruitment and Engagement VISTA will continue to grow the CFB's volunteer program. Creating a community of volunteers will allow the organization to expand capacity to furnish more homes per day. The CFB currently has a few consistent volunteers, and the organization needs to continue to get more people in the door to build increased brand equity in the broader Chicagoland community. The ideal candidate must be a self-starter, have strong interpersonal skills, and believe in the CFB's mission. As a rapidly growing nonprofit, candidates must be comfortable working in a fast-paced, startup type environment and can wear many hats.

This position is a part of the Housing Action AmeriCorps Network, an AmeriCorps VISTA program managed by Housing Action Illinois since 2010. As such, this position will receive customized training, support, guidance, and networking opportunities, in addition to the traditional opportunities for AmeriCorps VISTA positions. Learn more about the program on Housing Action's website.

Volunteer Engagement and Management (60%)

- Amend procedures, policies and protocols for recruiting, training and managing volunteers.
- Organize and execute group volunteer events on a bi-weekly basis.
- Engage with volunteers in order to use their expertise, strengths and willingness to help to benefit the organization.
- Coordinate daily volunteer assignment roles to assist in organizing the showroom and helping clients select furniture for their homes.
- Solicit local organizations and companies in Chicagoland to organize volunteer events and furniture/kitchenware drives.

Communications (25%)

- Create deliverables to send to prospective individual and group volunteers. Components may include monthly e-newsletter, blog posts, and social media plan.
- Operate volunteer email account to answer questions and follow up with current and prospective volunteers.

Other (15%)

- Participate in any and all required AmeriCorps retreats and programming.
- AmeriCorps required reporting.

Work Environment

- The position is on-site at CFB's Brighton Park office and is accessible by public transit (Kedzie Orange Line stop). Candidates must be able to travel off-site for meetings and events. Those may not necessarily be fully accessible via public transportation.
- Occasional evening and weekend work may be required.
- Smoke and drug-free environment.
- Chicago Furniture Bank is an equal opportunity employer and believes in fostering a diverse and inclusive staff. To do this, we not only recognize each individual's diverse identity but also actively create and maintain a culture of inclusion where all CFB employees feel involved, respected, and supported for their diverse identities. Please let us know if there are any accommodations you require.

Education, Experience, and Qualifications

- Bachelor's degree (BA).
- Excellent written and oral communication skills. Strong interpersonal skills. Excellent research and analytical skills.
- Proficiency with Microsoft Word, Excel, PowerPoint required.
- Ability to operate with purpose, urgency, and accuracy in a fast-paced, ever-changing environment.
- Detail-oriented, organized, and deadline-driven.
- Capacity to see the "big picture" and manage details simultaneously.
- Ability to take direction well, multi-task and prioritize projects.
- Ability to work in a team and individually.
- Excellent problem solver and ability to "think outside the box".
- Proven and exemplary customer service focus, with strong internal and external relationship management and cultivation skills.
- Experience working with diverse groups of people including donors, clients, volunteers, partner organizations and community partners.

Standard Benefits for Full-Year Vista Members

- Gross bi-weekly living allowance: \$678

Chicago Furniture Bank
4800 W Roosevelt Road
Chicago, IL 60644
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- Additional bi-weekly CFB stipend \$500.
- Choice of two End-of-Service Awards:
 - Segal Education Award: \$6,345
 - Cash Stipend Award: \$1,800
- Forbearance or deferment of student loan payments while in service
- Non-competitive eligibility status
- Healthcare allowance.
- Leave Days: 10 personal and 10 medical
- Settling-In Allowance: \$750 deposited with first living allowance for candidates that move 50+ miles to relocate for the AmeriCorps member position
- Transportation allowance: Will receive or are reimbursed for an unlimited pass to use the public transit system.

To apply, send your resume to Nancy Kramer at nancy@industrialcouncil.com.