

VISTA Service Opportunity Posting Fall 2012

1. **Organization Name:** Tarrant Literacy Coalition
2. **Start date:** November 17, 2012 **DEADLINE TO APPLY:** September 28, 2012
Contact Kathryn Thompson, Executive Director at ktompson@tarrantlit.org or call 817-870-0082 (office) to apply.
3. **Summary:** If you are looking for an opportunity to have a significant impact on the people of our community, this is your chance! Join the Tarrant Literacy Coalition in its work to change lives through its partnerships with local programs that offer family and adult literacy services!
4. **Program Description:** The Tarrant Literacy Coalition is dedicated to changing our community by working with community and faith based literacy providers to improve the quality and increase the quantity of services to low literate adults and their children. The VISTA member will have a chance to use his/her personal skills to build capacity of the Coalition to reach more adults and families through literacy providers working across the county. Working with the Executive Director and other AmeriCorps VISTA members, he/she will be involved in promoting training and technical support for more than 100 literacy organizations; planning and hosting a Corporate Spelling Bee; initiating new literacy projects; and growing existing literacy efforts. The flexibility of this position will allow the member to develop his/her own personal strengths and grow with the program. Opportunities will exist for creativity and networking with other organizations. Some work will be routine – answering the phone, completing correspondence, working with board members and other volunteers. Other work will be developed as the year progresses. We are looking for someone who wants to have a true impact in the community, both on the organization and the people who are served by our constituents – literacy organizations, their instructors and their students – including nonprofit organizations, educational institutions and community and faith based organizations across our service area. With more than 200,000 adults in the community who cannot read above a 5th grade level, there is much work to be done! Our VISTA members have had many opportunities to network with a variety of people as they help develop programs that enhance the work of the Tarrant Literacy Coalition to make that happen. This is an ideal placement for an individual who is creative, outgoing, enthusiastic and who wants to make a real contribution to an organization and the people it serves.
5. **Minimum age requirement:** 21
6. **Minimum education level:** Must have at least two years of college; college degree preferred. Will accept applicants who are currently enrolled in college.

7. **Skills needed: Must have good computer skills; ability to work with the public, handle phone calls and complete routine correspondence; good written and verbal skills are necessary; experience with community outreach/relations is a plus.**
8. **Language requirement: Must have good written and verbal English skills; bi-lingual in Spanish is a plus!**
9. **What will your AmeriCorps*VISTA member do: The member will work in an office with other staff; some work will be done in the field at community locations where adult and family literacy classes are offered. All staff are responsible for general office work, such as answering the phone, completing correspondence, filing, answering mail, running errands, etc. In addition, the member will be involved in the creative work of planning and implementing training and technical events, which are held monthly, as well as some bigger conferences. In addition, the VISTA member will be closely involved with the annual Corporate Spelling Bee that is held each spring and raises approximately one third of the agency's operating budget. These events involve many details – including creative aspects, such as invitations, programs, etc., as well as logistics that include agendas, guest speakers, table arrangements, and registration. In addition, the member will be working on a daily basis to help identify needs of the literacy providers and working to meet those needs through site visits and ongoing contact with the literacy providers. The member will also have some direct contact with adult literacy students (telephone and personal contact) and must be able to work well with adults from all backgrounds. This is a very fast paced job – no two days are exactly alike. We are looking for someone who is creative, energetic, enthusiastic and wants to make a real difference in the work being done by the Coalition as it grows to reach more people with adult literacy services.**