



<b>Job title:</b>	<b>Outreach and Development VISTA</b>
<b>Reports to:</b>	Program Specialist
<b>Schedule:</b>	Full-time
<b>Location:</b>	Salt Lake City, Utah
<b>Closing Date:</b>	Open until filled
<b>Compensation:</b>	\$1,011 monthly living allowance

### **Organizational Overview**

Shelter the Homeless (STH) is a 501(c)(3) nonprofit organization that has three primary purposes:

- 1) Hold land and facilities for the benefit of individuals who are or may be experiencing homelessness.
- 2) Select and monitor service providers for such individuals.
- 3) Foster accountability for public safety in relation to homeless services and for the safe integration of homeless resource centers into the neighborhoods in which they exist.

### **Job Summary**

The Outreach and Development VISTA will serve within Shelter the Homeless – Homeless Resource Centers (HRC). The VISTA member will increase our capacity to provide services by developing a Digital Inclusion program to serve individuals staying at the Resource Centers. During this project year the VISTA member will develop and strengthen partnerships with community organization and stakeholders to benefit the program. Additionally, the VISTA will assess current efforts and develop a strategy to maintain sustainable funding for the digital inclusion program.

### **Duties & Responsibilities**

The essential functions of the position include but are not limited to:

- Research potential partnerships with organizations and corporations to gain access to low-to-no cost technology and resources for HRC clients.
- Research and support the grant writing process to expand the HRC Digital Inclusion program.
- Collaborate with each HRC operator to identify needs and gaps with technology.



- Create content to recognize partnerships through social media and newsletter posts.
- Be a part of the Salt Lake Valley Coalition to End Homelessness to bring awareness to digital equity within the homeless population.
- Work with key stakeholders, community organizations and individuals dedicated to expanding digital equity within Utah.

### **Minimum Qualifications**

- Full-time service for one year.
- High school diploma/GED
- At least 18 years of age.
- Must pass a criminal background check.

### **Working Conditions and Physical Requirements**

- Duties are generally performed in a typical office environment.
- Ability to view data on a computer screen and/or paper for extended periods of time.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

### **Ideal Candidate Profile**

The ideal candidate will have the following knowledge, skills and abilities:

- Experience with diverse and vulnerable populations preferred.
- Proficient in MS Excel and Word; database experience very helpful.
- Understanding of the causes and responses to homelessness.
- Possess good organizational and time-management skills, demonstrate good judgment, excellent problem-solving abilities and always maintain a professional demeanor.
- Excellent interpersonal and communication skills.
- Friendly and comfortable interacting with internal and external stakeholders and community partners.
- A creative mind with an ability to suggest continuous improvements.
- Ability to exercise discretion and confidentiality.

### **How to Apply**

Submit a resume and cover letter by email to [kristina@homelessutah.org](mailto:kristina@homelessutah.org). Applications will be accepted until the position is filled.