



WestSide Baby
basics for children in need

10002 14th Ave. SW | Seattle, WA 98146 | (206) 767-1662 | westsidebaby.org

**AmeriCorps VISTA-Community Engagement Coordinator Posting
July 2018 - July 2019**

About the Organization

WestSide Baby, in partnership with our community, provides essential items to local children in need by collecting and distributing diapers, clothing and equipment. We collect gently-used children's clothing, car seats and cribs, as well as donated diapers and hygiene products from our community. These items are then distributed, free of charge, to children and families in need through partnership with a broad range of over 114 social service agencies working directly with families. WestSide Baby has grown exponentially; serving 4,000 children in 2006 to keeping more than 46,000 children safe, warm and dry last year.

Position Summary

The AmeriCorps VISTA**-Community Engagement Coordinator position—through the United Way of King County-- will support our capacity-building efforts by helping to analyze existing and collecting new data, develop strategies for growing our impact, and enact a plan to deepen our presence and engagement within identified communities, key stakeholders and potential donor populations. Specifically, this position will support outcomes evaluation efforts of basic needs provision --especially in the focus areas of early learning, health care and parent support services—to collect and analyze data so that we can identify and promote positive outcomes at the individual, family and systems level. This position will also support the evaluation of our existing programs and service delivery model while supporting efforts to authentically engage with our Provider Partners and their clients to ensure their voices advise our service delivery operations and priorities. Finally, this position will support our efforts to collect and distribute basic need items on a larger scale so that we can have a long-term impact on families to prevent negative outcomes and promote positive outcomes for all children.

This position is a temporary, AmeriCorps VISTA position—for a 12-month term-of-service with WestSide Baby. Compensation and benefits are provided directly through the AmeriCorps VISTA program.

Core Responsibilities

Data Collection + Outcomes Evaluation:

- Support the collection and analysis of data to measure the impact of basic needs provision—specifically the impact on ACCESS to early learning, health care and social supports for families—so that we can promote positive outcomes at the individual and family level and at a systems level.
- Review existing data around basic needs provision in King County.
- Evaluate our existing database of demographic information, and identify gaps.
- Compile a knowledge bank of evaluation resources that are relevant to our evaluation efforts.
- Support the creation and implementation of an evaluation program to focus on areas of early learning, health care and social supports for families.
- Collect and evaluate data and compile preliminary findings while identifying the potential outcome measures WestSide Baby is directly impacting through basic needs provision.

Community + Stakeholder Engagement:

5/2/2018

- Review and evaluate our current service delivery model and various partnership models.
- Review and evaluate our current Provider Partner Directory to understand who we are currently partnered with, and identify informational gaps. Maintain and update database with new information, as needed.
- Conduct focus groups with Provider Partners and their clients to ensure their voices advise our service delivery model and organizational priorities so that we can deepen our engagement with these key stakeholders, and improve the overall effectiveness of our programs so that we can promote positive outcomes at the individual, family and systems level.
- Conduct surveys, interviews, site-visits and focus groups with our Provider Partners to gain their feedback on our existing systems and service delivery model and better understand current impact areas and identify opportunities for growth and to improve effectiveness.
- Develop on-going Provider Partner and client family engagement strategies to authentically engage them in them in organizational priorities and growth plans.
- Compile and evaluate learnings from Provider Partner engagement and use to inform proposed changes and improvements to our service delivery model.

Strategic Partnership Development:

- Review, compile and evaluate existing in-kind donor relationships, corporate volunteer groups and major geographic support areas and identify gap areas.
- Research and explore new potential in-kind donors relationships, volunteer and support base/regions to consider engaging.
- Produce reports for each identified area which includes the above information and develop a stakeholder engagement plan with these new potential groups and propose how they would increase WestSide Baby's impact.

Other projects as assigned.

Required Skills and Qualifications

- Experience with or demonstrated interest in research methodologies, data collection and evaluation.
- Outstanding customer service and interpersonal skills.
- Excellent organizational abilities and project and time management skills.
- Strong communication skills, both written and verbal.
- Highly motivated, resourceful, flexible, and possessing a positive attitude.
- Ability to work independently with excellent follow through.
- Ability to work successfully in a dynamic, collaborative, team-oriented organization.
- A strong ethic of service and commitment to anti-poverty work.
- Demonstrated interest working with non-profits and/or degree in related field.
- Proficiency with MS office programs including Outlook, Word, & Excel.
- Willingness to maintain a strong work ethic in the face of challenges such as living within the means of the VISTA living stipend.
- Experience recruiting or managing volunteers, planning events, and/or working with diverse, or low-income populations a plus.

Compensation and Benefits via AmeriCorps VISTA Program**

- Living allowance: Approximately \$1,466/month (before taxes)
- Health benefits in compliance with the minimum coverage standards of the ACA

- End of Service Award: \$5,815 Education Award or \$1,500 cash stipend
- Student loan deferment or forbearance on qualified (federally-backed) loans; private loans are not eligible for this benefit
- Childcare assistance
- 10 days of sick leave, 10 days of vacation leave, plus federal holidays
- Enrollment in an assistance program with access to 24-hour phone counseling
- Professional work experience
- In-service training resources
- Non-competitive eligibility for federal jobs for one year after service
- ORCA LIFT transit pass

Minimum Standards of Eligibility via AmeriCorps VISTA Program**

- Be at least 18 years old upon entering VISTA training. There is no upper age limit.
- Be U.S. citizens or have permanent resident status. F-1 visas are not sufficient.
- Not be listed in the National Sex Offender Registry database as having been convicted of sex-related crimes.
- Be willing to submit fingerprints for a criminal history background check. AmeriCorps assesses criminal history on a case-by-case basis when determining applicant eligibility.
- Be in a position to offer full-time service for one year without regard to regular working hours.
- Have a high school diploma/equivalent or be working toward completing one during the service year.
- Understand that VISTAs serve on a full-time basis. Therefore, VISTAs cannot enroll in school except in limited circumstances or be subjects of legal proceedings (civil or criminal) that may consume time needed for VISTA assignments. VISTA service cannot be used to satisfy service requirements of parole or probation. VISTAs may have additional employment outside of AmeriCorps but this employment should not interfere with the VISTA project.

****This is an AmeriCorps VISTA temporary, 12-month position through the United Way of King County AmeriCorps VISTA program.** To learn more about the federally sponsored AmeriCorps VISTA Program, visit: [The United Way of King County's AmeriCorps VISTA Program](#)

To Apply

Please follow [THIS](#) link and begin the application process through AmeriCorps VISTA United Way of King County. **Priority application deadline is May 8th. Please, no phone calls or emails directly to WestSide Baby.**