



## OPERATIONS COORDINATOR VISTA JOB DESCRIPTION

**Position/Title:** Operations Coordinator VISTA  
**Position Type:** Intern/FT/temporary  
**Reports To:** Chief Financial and Operating Officer

Growing Home is dedicated to creating a thriving and equitable north metro Denver – one family at a time. Our participant-centered approach to strengthening families, nurturing children, and connecting community fills a critical gap for families and children who are experiencing immediate and long-term barriers to stability and success. Through evidenced-based programs, we improve outcomes for children, their parents, and their community. Our model makes us a leader in the two-generation approach to poverty alleviation and community equity.

**Mission:** In partnership with the community, Growing Home advances equity in food, housing, parenting education, and lifelong stability to create lasting change for the future.

**Vision:** Growing Home envisions a thriving, healthy, and equitable community for all.

**Core Values:** Respect, Effectiveness, Learning, Collaborative Leadership, Professionalism, and Inclusiveness.

### **General Purpose:**

Growing Home is currently working to develop its 2022-2025 strategic plan. This plan contemplates expansion of current programs in both scale and offerings that are expected to lead to substantial growth and increased impact for our community. The VISTA project will seek to allow Growing Home to build capacity and scale in response to community demand as the 2022-2025 strategic plan is being developed. It also would allow the opportunity to inform and shape some of the operational ideas being contemplated for the new 3-year strategic plan before they are solidified.

The Operations Coordinator VISTA will support Growing Home by growing capacity through assisting the Operations department in creating new digital systems and processes. This includes developing digital file organization norms, preparing Growing Home files and drives for migration to the cloud, digitizing and creating finding aids for the Growing Home's board book, and digitally organizing Growing Home's HR files.

### **Responsibilities:**

- Transition Growing Home's shared digital files from a hard server to Office 365 cloud-based drive.
- Develop shared drive file organization norms.
- Research and implement new tools for picture and video storage.

- Implement file organization norms and train staff on best practices.
- Develop file organization system for Growing Home's HR files.
- Prepare Growing Home's shared drive for migration to the cloud
- Digitize Growing Home's board book.
- Create finding aids for Growing Home's board book

**Job Qualifications:**

- Strong communication skills, both written and oral (bilingual English/Spanish preferred)
- Excellent organizational skills and attention to detail
- Experience in managing multiple projects and deadlines simultaneously
- Desire to be a part of an innovative, fast-paced organization and operations department
- Sensitivity and openness to working with people from diverse backgrounds
- Passion for anti-poverty work and social justice
- This position will be filled by an AmeriCorps VISTA member. To qualify for AmeriCorps VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member.

**Hours of Work & Compensation:**

- Hours of Work: This position is full-time. Work will generally be completed Monday-Friday, between 9am-5:30pm, with some evenings and weekends required.
- Living Allowance per the VISTA program: \$674.66 bi-weekly, 40 hours
- Additional benefits offered through the VISTA program, found here: <https://americorps.gov/members-volunteers/vista/benefits>

**To Apply:**

Please send a resume and cover letter to [careers@growinghome.org](mailto:careers@growinghome.org) with Operations Coordinator VISTA in the subject line.

Growing Home is committed to an inclusive workplace. We are an equal opportunity employer.