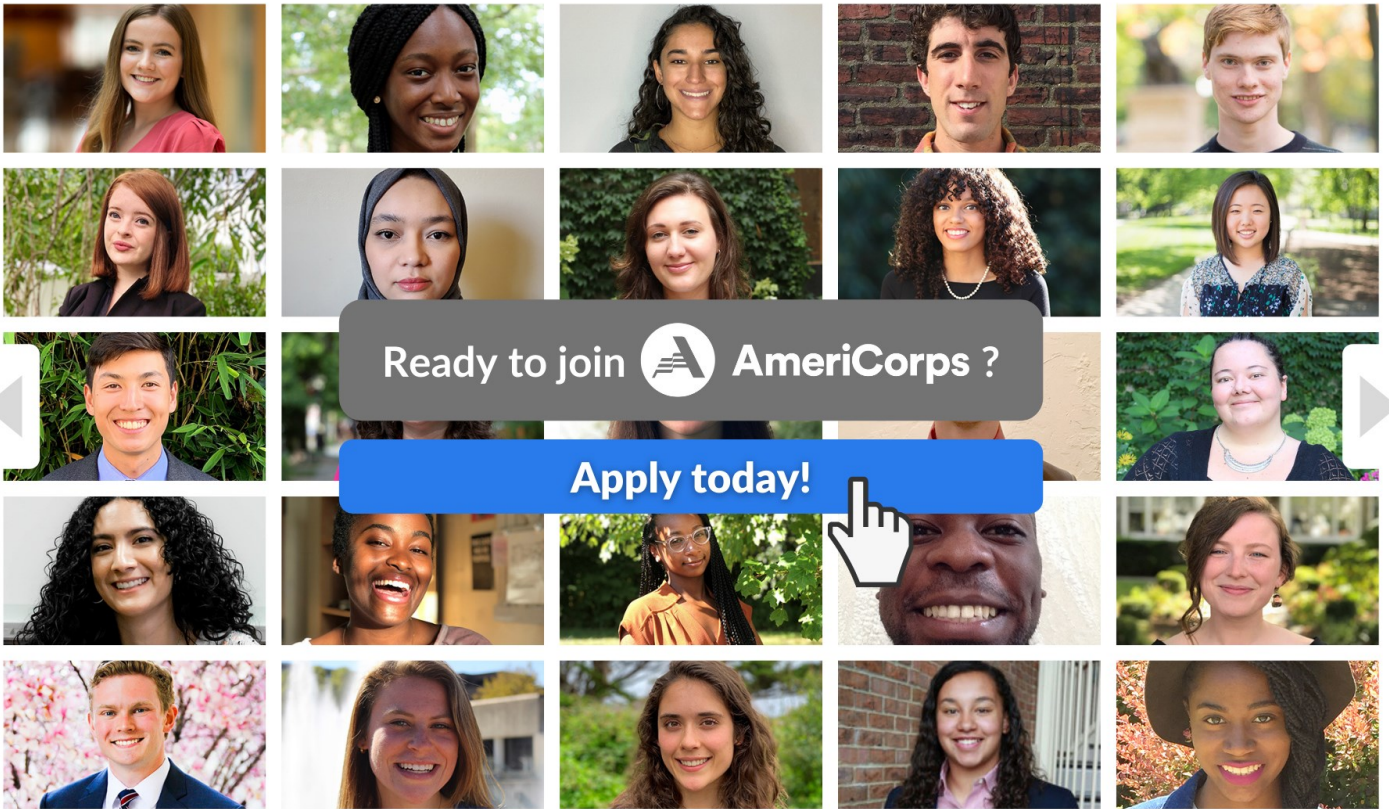


SERVE PHILADELPHIA VISTA CORPS

OFFICE OF CIVIC ENGAGEMENT & VOLUNTEER SERVICE



Serve Philadelphia 2022 Summer VISTA Positions

SERVE PHILADELPHIA VISTA CORPS

 OFFICE OF CIVIC ENGAGEMENT & VOLUNTEER SERVICE

The Mayor's Office of Civic Engagement and Volunteer Service is now accepting applications from qualified candidates to join the Serve Philadelphia 2022 Summer VISTA Program. Summer VISTAs serve for 10 weeks in time-bound, anti-poverty projects to enact systems-level change in City government. Our administration, led by Mayor Jim Kenny, has invested in a multi pronged approach—focused on stabilizing households, increasing skills and incomes, and investing in education— to lift residents out of poverty and to break the cycle for future generations. The work of Serve Summer VISTAs is an important part of moving the City's anti-poverty strategy forward. **Applications close April 1, 2022 at 11:59 PM.**

What do Serve VISTAs do?

Each VISTA position is unique to the City department or initiative, but all Summer VISTAs serve to build capacity and complete direct service. Direct service activities

Capacity building activities can include, but are not limited to:

- Creating tools, systems and guides like databases, policy briefs and marketing materials.
- Generating resources through partnerships, volunteers and/or grant-writing.
- Developing, organizing and/or assessing programs, events and/or meetings.
- Supporting, establishing or strengthening cross-departmental and cross-sector partnerships.

Requirements:

- 18 years or older, high school degree or equivalent GED
- US citizen or permanent resident*
- Criminal background check (if accepted)
- the City of Philadelphia requires all employees and contractors (including VISTAS) be fully vaccinated against COVID-19

*See [AmeriCorps VISTA FAQ](#) for more info

Start date: June 6, 2022
End date: August 12, 2022
Term of Service: 10 weeks

Qualifications:

- Demonstrated interest in anti-poverty efforts, social justice and volunteerism.
- Able to work and collaborate with diverse communities and stakeholders.
- Strong organizational, time management and communication skills.
- Open to new experiences and growth.

Benefits:

- Bi-weekly living stipend (approx. \$575.40)
- Segal Education Award or End of Service Award
- Monthly SEPTA transportation pass (Zone 1)
- Bi weekly professional development and team building
- Valuable work experience and networking with local government and partners

The Serve Philadelphia VISTA Program is committed to diversity and inclusion. People of color, women, individuals with disabilities and veterans are strongly encouraged to apply.

Applications close April 1, 2022 at 11:59 PM

Apply now: <https://bit.ly/ServeVISTASummer22>

Questions? Call us: (215) 686-0823 or email us: ServeVISTA@phila.gov

2022 Summer VISTA Positions

Priority Area: Advancing diversity, equity, & inclusion programming within communities

Budget Community Engagement VISTA [page 4](#)
Budget Office

Community Engagement & Neighborhood Data Collection VISTA [page 5](#)
Department of Commerce

Economic Research & Reporting VISTA [page 6](#)
Department of Commerce

Program Data Analysis & Strategy VISTA [page 7](#)
Department of Commerce

Priority Area: COVID-19 recovery efforts related to health, housing, food insecurity & education

Community Resource VISTA [page 8](#)

Landlord Engagement VISTA [page 9](#)
Office of Homeless Services

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Office of Homeless Services

Regional Foundation Center (RFC) Community Initiatives VISTA [page 11](#)
Regional Foundation Center (RFC) of the Free Library of Philadelphia

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Budget Community Engagement VISTA

Budget Office

Summer VISTA Project Goal

The Budget Community Engagement (BCE) VISTA will support the Budget Office by boosting capacity for, developing materials, and researching best practices for public participation in the City budget process to ensure City dollars are used more equitably for residents who have been historically marginalized.

The BCE VISTA 's work within the Budget Office includes the mission of advancing diversity, equity, and inclusion projects, and COVID-19 recovery efforts by directly engaging with residents to provide platforms to be heard, opportunities to collaborate, and power to decide. The BCE VISTA member will support the development of the Budget Office's community engagement capacity by creating best practices guidebook for the Budget Office.

Key Activities

- Support professional staff in community mapping to assess community needs, strengths, and dynamics.
- Develop tools to assist the Participatory Budget campaign such as data trackers, presentation materials and surveys.
- Research best practices in equitable engagement and develop a best practice guidebook for public engagement for the Budget Office to utilize for future engagement processes.
- Create materials, online blog posts, and social media content to uplift the Budget Office's community engagement needs

Preferred Skills/Experience

- Familiarity with social media platforms.
- Passion for, or experience with, engaging diverse communities.
- Works effectively as part of a team and independently.
- Proficient in MS Office Applications.

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Community Engagement & Neighborhood Data Collection VISTA

Department of Commerce

Summer VISTA Project Goal

The Department of Commerce aims to serve as a primary resource for Philadelphia business data and research. The Community Engagement & Neighborhood Data Collection VISTA will update Commerce data set through in-person surveying of businesses on commercial corridors.

The VISTA will analyze data results to recommend programs that would improve safety and generate wealth in communities.

Key Activities

- Gather and compile information about businesses on neighborhood commercial corridors.
- Create Corridor Census Survey.
- Identify and visit 4 commercial corridors to complete the in-person Corridor Census Survey to capture data for creating and improving Commerce programs.
- Collaborate with Community Development Corporations and Corridor managers to understand the challenges of the commercial corridor.
- Create a report with data and findings from survey and collaborations and identify challenges to opening and operating a business within each of the 4 selected corridors.

Preferred Skills/Experience

- Comfort with learning new software systems.
- Basic research and analysis.
- Passion for, or experience with, engaging diverse communities.
- Works effectively as part of a team and independently.
- Proficient in MS Office Applications.

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Economic Research & Reporting VISTA

Department of Commerce, Strategic Initiatives Unit

Summer VISTA Project Goal

The Department of Commerce aims to serve as a primary resource for Philadelphia business data and research. The Economic Research & Reporting VISTA will provide additional capacity to investigate and understand the current needs of disadvantaged businesses and workers.

The VISTA will be embedded in the Strategic Initiatives Unit, which supports data management, program evaluation, research, business advocacy, strategic direction, and policy.

Key Activities

- Research and compile a report focused on national best practices related to workforce and small business advocacy, programs and services.
- Engage other City departments that interact with businesses and incorporate their data sets/lessons learned into the Commerce research suite.
- Analyze trends in small business inquiries and Commerce business program requests (from Commerce database),
- Compile and analyze most common questions from entrepreneurs and workforce.
- Create a report and present the findings about trends, best practices, common challenges and recommend next steps.

Preferred Skills/Experience

- Comfort with learning new software systems.
- Basic research and analysis.
- Passion for, or experience with, engaging diverse communities.
- Works effectively as part of a team and independently.
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Program Data Analysis & Strategy VISTA

Department of Commerce

Summer VISTA Project Goal

The Department of Commerce aims to serve as a primary resource for Philadelphia business data and research. The Program Data Analysis and Strategy VISTA will help the Department review Phase 1 of the Commerce's Digital Transformation Project and make recommendations for next steps to support capacity and efficiency of Commerce programs that serve Philadelphia's workforce and disadvantaged businesses.

The VISTA will collaborate with Commerce function units to identify data needs in order to improve the management of economic data and provide future recommendations.

Key Activities

- Connect with Commerce staff to identify and document the current systems and tools used to administer programs serving Philadelphia's workforce and disadvantaged businesses.
- Identify potential data, systems and tools that will improve the efficiency of program administration.
- Create a dashboard of Commerce programs and related details.
- Review existing data and make modifications to existing dashboards to monitor economic and workforce-related information.

Preferred Skills/Experience

- Comfort with learning new software systems.
- Basic research and analysis.
- Passion for, or experience with, engaging diverse communities.
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Community Resource VISTA

Office of LGBT Affairs, Mayor's Office of Diversity Equity and Inclusion

Summer VISTA Project Goal

Members of the LGBTQ+ community are more likely than their non-LGBTQ+ counterparts to lack the resources they need to stay afloat during the COVID-19 pandemic. The challenges this community already encounters – healthcare-related disparities, economic inequity, housing and food access – have become more pronounced now due to the ongoing pandemic.

Because of these disparities, the Office has created an online guide called “COVID-19: Resources for the LGBTQ+ Community”, which is updated regularly to include information specifically tailored for our city’s LGBTQ+ communities. Obtaining a VISTA team member to support the response to community members in need will increase our Office’s capacity to reach our city’s most vulnerable populations.

Key Activities

- Research relevant City and community resources in the areas of hunger relief, healthcare, economic relief, and legal or civic advocacy and assess for LGBTQ+ competency prior to inclusion in the resource guide.
- Connect with existing community partners to ensure information provided in the resource guide is up-to-date. Create social media and marketing content.
- Respond to and log concerns communicated by community members and research potential resources on a case-by-case basis to support the needs of individual community members.
- Support professional staff in the planning and promotion of community events.

Preferred Skills/Experience

- Familiarity with social media platforms.
- Passion for, or experience with, engaging diverse communities.
- Works effectively as part of a team and independently.
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Landlord Engagement VISTA

Office of Homeless Services

Summer VISTA Project Goal

The Landlord Engagement VISTA will support the building of a centralized landlord network through system coordination, research, project management and marketing assistance.

Key Activities

- Support the implementation of a Landlord Advisory working group through researching best practices and policies and creating marketing materials.
- Represent the Office of Homeless services in meetings with outside provider agencies.
- Support and market the use of the rental listing website, Padmission.
- Provide technical assistance to landlords regarding the use of Padmission.

Preferred Skills/Experience

- Familiarity with social media platforms.
- Comfort with learning new web-based systems.
- Passion for, or experience with, engaging diverse communities.
- Works effectively as part of a team and independently.
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Workforce Development VISTA

Office of Homeless Services

Summer VISTA Project Goal

Office of Homeless Services Workforce Development VISTA, will build the capacity of the Help for the Hurdles program by supporting projects and activities related to operation and management of the program. The primary goal is to help those in shelter eliminate barriers to employment and housing resources.

Key Activities

- Collaborate with city partners to identify, onboard and support participants in the Help for the Hurdles program.
- Create and share program progress reports.
- Provide technical support to participating families in applying for and accessing childcare programs.
- Coordinate with the program evaluation team to facilitate focus groups and other feedback opportunities, review data and findings and identify areas for improvement.
- Create content for social media and marketing materials.

Preferred Skills/Experience

- Familiarity with social media platforms.
- Passion for, or experience with, engaging diverse communities.
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RFC Community Initiatives VISTA

Regional Foundation Center (RFC) at the Free Library of Philadelphia

Summer VISTA Project Goal

Recognizing that the majority of Philadelphia nonprofits are not located in Center City, the Regional Foundation Center (RFC) would like to expand its reach to neighborhoods outside of Center City. There are nearly 9,000 nonprofits in Philadelphia, of which, 72% are outside of Center City zip codes. To better serve these nonprofits, the RFC aims to implement a pilot project, RFC in the Community.

The goal of the project is to increase awareness of RFC's services and resources through outreach, engagement, partnerships, and better data collection on the needs of nonprofits in Philadelphia's neighborhoods. The Free Library's 54 neighborhood libraries are natural partners for bringing nonprofit services to community-based nonprofits.

Key Activities

- Attend library and community events and resource fairs to promote RFC.
- Research local and national philanthropic trends, Philadelphia's nonprofit ecosystem, and other topics relevant to nonprofit professionals.
- Engage with Free Library staff, program partners, and the public to conduct interviews, focus groups, and/or surveys to learn about nonprofit needs in the community.
- Conduct a needs assessment to identify knowledge and skill gaps in community nonprofits; propose potential workshop topics or tools to help fill those gaps.
- Identify metrics to help RFC track and measure the success of workshops and new initiatives.

Preferred Skills/Experience

- Familiarity with social media platforms.
- Passion for, or experience with, engaging diverse communities.
- Works effectively as part of a team and independently.
- Basic research and analysis
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