



**AmeriCorps VISTA Member**

Full Time Position

**Job Description**

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is the expectation that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of cultural inclusivity and sensitivity that is the foundation for all our work.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way. **This is a one-year, full time position.** While at ODVN the VISTA will be responsible for:

- Leading and enhancing ODVN's social media presence, including promoting public awareness about domestic violence and related issues as well as other agency initiatives
- Developing communications tools and other documents to promote the agency's mission
- Assisting with media outreach, including writing press releases and media alerts
- Researching policy questions and other issues and writing research summaries and policy briefs
- Assisting with fund development including researching and writing grant proposals
- Other duties as assigned.

**Reports to:** Executive Director

**Qualifications:**

- Strong written and oral communication skills. Graphic design skills are a plus
- Strong inter-personal skills in order to develop professional relationships with program partners and program staff
- Strong organizational skills and ability to handle multiple tasks in a fast-paced environment

- Valid driver's license, access to own transportation, willingness and ability to travel statewide

**Salary and Benefits:**

Salary and benefits will be determined through agreement with the VISTA AmeriCorps program through Think Tank, Inc.

**Application Process:**

We encourage applicants from diverse groups to apply including, but not limited to African-American, Latina/o, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome applicants from different national origins, religions, ages, & ability status.

**To apply:**

Please submit a resume, writing sample and cover letter or equivalent, to Mary O'Doherty, at [maryo@odvn.org](mailto:maryo@odvn.org). Please do not submit anything by mail. No telephone inquiries please.

**Equal Employment Opportunity**