



**AmeriCorps VISTA Member
Full Time Position
October 25, 2022 start date**

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 equitable and inclusive work culture based on the vision, purpose and values of our Diversity, Equity and Inclusion Strategic Action Plan, 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
- Performs other duties as assigned by the Executive Director
- This position will be supervised by the Executive Director

Qualifications:

- Strong written and oral communication skills. Graphic design skills are a plus
- Strong inter-personal skills 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:

- Monthly living allowance: VISTA Member will receive cost of living in the area - for the Columbus area it is \$1,150
- End service benefit in the form of an Education Award OR an end-of-service stipend, payable in cash at the end of service
 - Education award: \$6,895

- Comes in form of voucher to go towards higher education expenses, qualifying student loans, accrued interest
 - Postponement of student loan payments during time of service (forbearance)
- End of service stipend: \$1,800
- Relocation allowance of \$750 if relocating over 50 miles from home address on VISTA application
- Health care allowance reimbursement: \$7,185
 - covers eligible expenses for medical office visits, most lab and x-ray services, limited preventive care (e.g., an annual ob-gyn visit for women), limited dental and vision, medical emergencies, surgical and hospitalization expenses, and certain prescription drug costs
- Childcare support: \$100 per child per week for ages 13 and under or qualify for Title 20 through Job and Family Services
- Monthly housing allowance: \$200/month paid directly to landlord
- Cell phone allowance: \$50/month
- Mileage reimbursement for any VISTA sponsored events
- Valuable entry level experience in domestic violence field
- Begin your journey to becoming a Registered Advocate
- Noncompetitive eligible for government jobs
- Paid time off
 - 80 hours of sick leave
 - 80 hours of vacation

Location: Columbus, Ohio and statewide with potential for remote teleworking to be determined.

Application Process:

We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

To apply: Please submit a resume with a cover letter or equivalent, to Mary O’Doherty, Executive Director at maryo@odvn.org. Please do not submit anything by mail. No telephone inquiries please.

The review of applications will begin immediately progressing until a qualified applicant is hired.

ODVN is an Equal Opportunity Employer

ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by:

- Welcoming diverse people and perspectives
- Focusing on areas of inclusion via advocacy, training and leadership

Ohio Domestic Violence Network
1885 E. Dublin-Granville Road, Suite 301
Columbus, OH 43229
www.odvn.org