



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-free 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 expected 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 a work culture based on the vision, purpose and values of our organization.

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:

Primary Job Duties

Communications

- In coordination with the Creative and Graphic Design Manager, create social media content rooted in ODVN's education, prevention, and awareness priorities.
- Highlight the work of member programs and statewide initiatives.
- Collect data and conduct research regarding the challenges faced by member programs as they operate with fewer resources and increasing demands for services.
- Build an annual Domestic Violence Awareness Month toolkit.
- Build and maintain ODVN's media contact database.

Awareness Campaigns and Events

- Survey member programs in August to compile a statewide calendar of local DVAM awareness events.
- Develop and maintain ODVN's content calendar, including awareness months and key organizational dates.
- Coordinate ODVN's annual October LifeSaver Fund campaign, including content, peer-to-peer fundraising templates, and tracking results.

Capacity Building

- Help build ODVN's survivor engagement capacity.
- Update ODVN's media guide and track basic social media analytics.
- Perform other duties as assigned by supervisor.

This position reports to the Director of Policy and Communications.

Qualifications:

- Strong written and oral communication skills. Graphic design skills, especially with Canva, 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

Location: This is a **hybrid position**. Candidates may be located anywhere within Ohio; however, regular in-person availability in Columbus is a requirement of this role.

Salary and Benefits:

- Salary and benefits will be determined through agreement with the VISTA AmeriCorps program through Think Tank, Inc.
- Housing Stipend will be \$400 per month, paid to a vendor identified by VISTA Member.
- Cell phone stipend of \$100 per month will be paid to VISTA Member.
- Successful completion of an AmeriCorps term of service can lead to eligibility to receive the Segal AmeriCorps Education Award. The Education Award can be used to repay qualified student loans or to pay current educational expenses at eligible institutions of higher education and training programs.

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 LGBTQ+ persons. We also welcome applicants from different national origins, religions, ages, & ability status.

To apply:

Please submit a resume, writing sample and a cover letter or equivalent, to Maria York at mariay@odvn.org by **Friday, October 30, 2026**. Please do not submit anything by mail. No telephone inquiries please.

Equal Employment Opportunity