

Programs and Events Coordinator VISTA Truckee Meadows Parks Foundation (TMPF)

Synopsis:

The Programs and Events Coordinator VISTA will focus on expanding the scope of Truckee Meadows Parks Foundation's "Healthy Parks Healthy People" programs in order to improve community health and park health.

Position Description:

The Programs and Events Coordinator VISTA will be an essential member of the team for this young non-profit organization. The Programs and Events Coordinator will serve to expand, organize, and promote the "Healthy Parks Healthy People" programs and events, including the Truckee Meadows Trails Challenge, the Discover Your Parks Walks, and the Idlewild Health Walks. These efforts help ensure that low-income youth and adults are being active in their parks. This member position includes maintaining relationships with partner organizations and increasing TMPF's community outreach and inclusion in collaboration with the Communications Coordinator VISTA.

The mission of Truckee Meadows Parks Foundation is to support the parks departments operating in Truckee Meadows, including Reno, Sparks, and Washoe County parks. We do this primarily by providing in-park programming and opportunities for citizen engagement. TMPF is an independent, nonprofit organization that was incorporated in 2012 and received its 501 (c) (3) determination in 2013. Our current programs focus on improving community health and wellness and developing people's appreciation for the natural and cultural history found in local parks.

Service Location: Reno, NV

Timeline for Service: January 22, 2019 - January 21, 2020

Primary Responsibilities:

- Maintain and expand the "Healthy Parks Healthy People" programs including: Truckee Meadows Trails Challenge, Discover Your Parks walks, and Idlewild Health Walks;
- Strengthen the Rephotography Project by expanding, organizing, and promoting the program;
- Collaborate with the Communications Coordinator and TMPF team to increase community outreach and engagement in programs;
- Maintain existing "Healthy Parks Healthy People" partnerships and forge new relations with community partner organizations and stakeholders.

Qualifications:

- Strong commitment to TMPF's mission and vision;
- Bachelor's degree;
- Ability to multi-task in a fast-paced environment;

- Strong writing skills;
- Strong communication skills, including public speaking;
- Strong organizational and research skills;
- High degree of initiative and spirit of service;
- Preferred: Reading, writing, and speaking competency in Spanish language.

AmeriCorps VISTA:

Truckee Meadows Parks Foundation's Programs and Events Coordinator VISTA position is funded by the Corporation for National and Community Service and will serve within the AmeriCorps VISTA program. AmeriCorps VISTA is the national service program designed specifically to fight poverty. Each VISTA member makes a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. To learn more about the AmeriCorps programs visit americorps.gov.

Compensation:

In return for their service, AmeriCorps VISTA members receive a modest living allowance of \$1,026/month, 10 sick days, 10 personal days, and health benefits during their service. VISTA members also have the option of receiving a Segal AmeriCorps Education Award of \$5,920 or post-service stipend of \$1,800.00 after completing their service. A relocation travel allowance of no less than \$550 may also apply if you are moving. TMPF also offers flex time, mileage reimbursement for service-related travel, monthly professional development opportunities, a casual dress code, and a fun office environment!

To Apply:

Send a cover letter and resume to Miranda Sanford at miranda@tmparksfoundation.org. Your application will not be considered without a cover letter and resume. Applications are also accepted through my.americorps.gov. Search for Programs and Events Coordinator. Deadline for applications is December 1, 2018.

Visit the TMPF website, www.tmparksfoundation.org or email/call Miranda at 775.410.1702 for more information.