

## St. Louis Promise Zone VISTA Assignment Description (VAD)

### Grant Coordinator

The Promise Zone program is a federal initiative led by the White House to address the significant poverty that many communities face today, and to ensure that everyone has access to equal opportunity. This program has support from several federal agencies, including the U.S. Department of Housing and Urban Development.

The St. Louis Promise Zone was announced in 2015 during the second round of designations. The designation includes roughly 200,000 residents, 28 municipalities, 11 St. Louis City Wards, 4 County Council districts, and 7 School Districts. Poverty Rates in this area are 35.48% and an Unemployment rate of 20.91% (as of 2014).

The work of the Promise Zone is focused on six key areas: increasing economic activity, reducing serious and violent crime, improving educational outcomes, creating sustainable mixed-income communities, improving health and wellness, and workforce readiness.

### Objective Description

The St. Louis Promise Zone Grant Coordinator will have a key role in supporting the development of the Promise Zone Initiative. The AmeriCorps VISTA will work with a coalition of community stakeholders to advance the goals of the Promise Zone with a focus on researching, identifying and pursuing federal funding opportunities.

### Member Activity

The Grant Coordinator will carry out the following activities during their tenure of service:

- Maintain comprehensive understanding of St. Louis Promise Zone goals and sub goals
- Effectively communicate and interact with Promise Zone committees and partner organizations to ensure a thorough understanding of development needs
- Using that knowledge to prepare proposals, grant applications and subsequent follow up reports
- Research, compile, write and edit grant applications
- Exhibit strong expository writing skills and command of sentence structure, grammar and spelling
- Compose program appropriate budgets, while working with all partners involved
- Routinely perform federal and web based searches using various outlets to find appropriate opportunities
- Maintain and implement funding calendar activities, including cultivation activities
- Devise schedule for submitting letters of intent, grant applications and follow up reports
- Generate accurate & timely reports

- Other duties as assigned; including, but not limited to
- Provide content to Communications Department for various collateral and social media promotion
- Attend relevant meetings in Promise Zone that help strengthen Zone's visibility in the community

#### Vista Qualification

- Bachelor's Degree from an accredited four year college or university with emphasis in communications, business or nonprofit administration
- Solid understanding of fund development principles & ethics
- Excellent computer skills solid knowledge of Microsoft Office
- Strong analytical and expository writing skills
- Excellent written and verbal communication skills
- Ability to meet deadlines and manage multiple projects with attention to detail
- Ability to work independently and as part of a team

#### Additional Skills

- Research
- Communications
- Office administration
- Leadership
- Grant Writing/Editing
- General Office Skills
- Social Services
- Team Work

The AmeriCorps VISTA will work with a coalition of community stakeholders to advance the goals of the St. Louis Promise Zone which is a federal designation aimed to increase the quality of life for its residents through increasing health and wellness, reduce serious and violent crime, increase economic activity, improve educational outcomes, improve workforce readiness and create sustainable mixed-income communities.

To apply for this position please go to the [AmeriCorps website](#) and search St. Louis Promise Zone.