



Community Foundation for Southern Arizona
Campus Outreach & Engagement Specialist
Service Area: Tucson, AZ
apply@arizonaserve.org

I. Organizational Purpose and Background

Since 1980, **Community Foundation for Southern Arizona (CFSA)** has been a trusted partner in helping individuals, families, businesses, and nonprofits work together to create an equitable and vibrant community for all Southern Arizonans. CFSA has supported Southern Arizona with over \$230 million in grants and scholarships, stewarding the philanthropic legacy of our community's generous donors and increasing the breadth and depth of resources available to nonprofit organizations in our region.

In 2019, CFSA opened the **Community Foundation Campus (CF Campus)** as a unique nonprofit campus and co-working space where nonprofits can convene, collaborate, and grow. The Community Foundation Campus is currently home to over 20 nonprofit organizations, all working to make a difference in Southern Arizona. In addition to office spaces and a co-working lab, the CF Campus offers comfortable spaces designed to support collaboration for teams of two, twenty, or even two hundred - and it is all solar-powered!

In true Tucson style, the CF Campus offers tenants a compelling outdoor space filled with native plants, shade trees, and seating to enjoy their lunch break or work outside and enjoy the sunshine. We are also committed to highlighting the diversity of artistic talent in the Southern Arizona community at the CF Campus. From the large-scale mural on the exterior to the variety of local artwork that fills the walls of the main building, the space is filled with color and light.

The **Campus Outreach & Engagement Specialist** position is part of a growing team of AmeriCorps VISTA members working to support increased awareness of and engagement with CFSA's resources and services. The Campus Outreach & Engagement Specialist will work directly with the Community Foundation Campus Manager and Campus Member Services Coordinator and will engage in a wide variety of operational activities, including nonprofit support, event planning, and community engagement activities.

II. Project Focus Areas and Activities

- A. Campus Operations:** Support day-to-day operations of CF Campus, including reception, booking reservations, inventory tracking, maintenance of the CF Campus Little Free Library "Dog Eared Books," and other operational activities.
- B. Community Engagement:** Support marketing and social media efforts to increase awareness of the Campus's reach and impact through video interviews with tenants, event photography, and other general community outreach.
- C. Event Planning & Support:** Assist with planning, set up, and technical logistics for nonprofit events and meetings taking place on CF Campus. Help organize and promote Campus led events and activities for tenants, local nonprofits, and community partners.

III. Requirements and Benefits

Education, Skills, and Abilities

- College Degree or equivalent experience required.
- 18 years or older, no upper age limit. All ages are welcome and encouraged to apply.
- Proficiency in Microsoft Word, Outlook, Excel, and PowerPoint is required, as is a basic understanding of digital/internet communications.
- Commitment to community service and passion for the nonprofit community.
- Excellent interpersonal skills with a willingness and ability to work cooperatively with others both inside and outside the organization.
- Ability to maintain confidentiality.
- Ability to project a professional image and customer service-oriented approach at all times in person, via email, and on the phone.
- Attention to detail and a high level of accuracy.
- Self-directed, solution-oriented, and forward-thinking to anticipate organizational needs.
- Excellent organizational and project management skills, including the ability to prioritize tasks.
- Superior writing skills, including spelling, grammar, and punctuation.
- Commitment to creating an inclusive atmosphere where differences are understood, valued, and respected; an understanding and appreciation of the diversity found within Southern Arizona, including the ability to work with all individuals regardless of race, color, gender, sexual orientation, sexual identity, age, religion, marital status, disability, national origin, and military status.

AmeriCorps VISTA Member Benefits (Full-time)

- Living Allowance - \$22,881.85 for year of service
- Housing Subsidy - \$200 per month
- Choice of a \$6,895 education award OR a \$1,800 cash stipend upon completion of service
- Limited Health Care Benefits, Childcare assistance (if eligible)
- Relocation allowance (if relocating more than 50 miles to serve)
- Student loan deferment and reimbursement of accrued interest
- One-year non-competitive eligibility for federal employment following service
- Certificate in Civic Leadership and Service through Prescott College
- Team support

Arizona Serve is committed to implementing inclusive practices in the workplace. We do not discriminate on the basis of race, religion, age, ethnic background, sex, disability, size, sexual orientation, gender identity, or gender expression. Those who have marginalized identities, whether or not those identities provide protected status, are encouraged to apply.

Prescott College is a proud participant in the Employers of National Service initiative. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

More info is available at www.arizonaserve.org or www.americorps.gov/vista.