



## **Community Foundation for Southern Arizona Coordinator, Center for Healthy Nonprofits**

**Service Location: Tucson, AZ / 40 hours per week**

**Service Focus: Tucson/Southern Arizona**

[apply@arizonaserve.org](mailto:apply@arizonaserve.org)

[Click here to apply!](#)

### **I. Organizational Purpose and Background**

Founded in 1980, the Community Foundation for Southern Arizona 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. Our work touches every aspect of daily life, including animal welfare, arts and culture, community development, education, environment, health and human services, and more.

In addition to the support provided to Southern Arizona nonprofits through donor-advised grants, designated grants, and competitive grantmaking, CFSA also partners with nonprofits through its Center for Healthy Nonprofits and offers beautiful and affordable office, meeting, and event space at its centrally located, solar-powered Community Foundation Campus.

We are seeking a full-time AmeriCorps Member to help coordinate outreach and community engagement efforts for our [Center for Healthy Nonprofits](#). The Center provides numerous free webinars, training events, and programs every month to strengthen the capacity of the nonprofit sector in Southern Arizona. The AmeriCorps member will serve as a liaison between the Center and CFSA's Marketing Team to support ongoing efforts to increase awareness of workshops, webinars, and programs offered through the Center for Healthy Nonprofits.

### **II. Project Focus Areas and Activities**

- A. Outreach & Community Engagement:** The AmeriCorps member will support ongoing efforts to increase awareness of the capacity-building events and resources that the Center for Healthy Nonprofits offers to nonprofit professionals and volunteers.
- B. Program Evaluation:** The AmeriCorps Member will develop and implement an outcome evaluation plan to demonstrate the impact and value of the professional and organizational development resources that the Center offers to nonprofit professionals and volunteers. The AmeriCorps will also track event attendance and support post-event evaluation and community needs assessment efforts.
- C. Event Planning & Coordination:** The AmeriCorps member will also participate in the planning, coordination, and implementation of events for the Center for Healthy Nonprofits.

### **III. COVID Considerations**

This service opportunity offers hybrid work options but will require in-person attendance and coordination of events with more than 25 people. Current COVID-19 vaccinations are required for all CFSA staff and service members.

### **IV. Requirements and Benefits**

#### **A. Education, Skills, and Abilities**

- College Degree or equivalent experience required.
- 18 years or older, no upper age limit. All ages are welcome and encouraged
- Proficiency in Microsoft Word, Outlook, Excel, PowerPoint, and Internet-based communications is required.
- 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 needs.
- Excellent organizational/project management skills, including ability to prioritize.
- 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.
- Project management experience preferred.
- Experience working with Canva and Constant Contact (or similar applications) preferred.
- Experience with event planning or volunteer coordination preferred.

#### **B. AmeriCorps AmeriCorps Member Benefits (Full-time)**

- Living Allowance - \$22,819.20 for year of service
- Housing Subsidy - \$200 per month
- \$6,495 education award
- Limited Health Care Benefits
- Relocation allowance (if relocating more than 50 miles to serve)
- Student loan deferment and reimbursement of accrued interest on eligible student loans
- Childcare assistance (if eligible)
- Certificate in Civic Leadership and Service through Prescott College
- Team support
- Ongoing training, mentorship, and professional development opportunities.

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.