

AmeriCorps VISTA Service Description
Reports to: Director of Programs
Host Site: Sierra Sacramento Valley Medical Society (SSVMS)

Experience a service year at the Sacramento County Opioid Coalition! This opportunity provides growth, leadership skills, and preparation for a life of service in the public, private, or nonprofit sectors. Join in capacity building activities in harm reduction including outreach, presentations, grant writing, research, and more.

The AmeriCorps VISTA Member will work with SSVMS in collaboration with the Sacramento County Opioid Coalition to assist with implementation of community-based strategies to curb the impact of the opioid epidemic at the local level. The VISTA member will provide support with project management duties aimed at increasing the capacity of the coalition, including planning, logistics, data management, and communication. The VISTA member will also provide support with outreach efforts to engage the community in collaborating to attenuate morbidity, mortality and other health risks associated with opioid misuse and abuse.

Ideal candidates are:

Passionate in Harm Reduction

Interested in starting or pivoting to a career in public health.

Self-starters who want to work on community-based projects.

Willing to commit to a 12-month, full-time term of service.

Minimum Qualifications:

Education – 18 years and up, High School Graduate.

Be proficient in Microsoft Excel, Word, PowerPoint and Outlook.

Good writing skills; clear and succinct communication about complex topics.

The following is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties:

Project Management:

- Assist in monitoring, implementing and evaluating grant funded programs.
- Gather action group updates for steering committee meetings, and report to coalition leads to keep them up to date.
- Develop draft presentations for coalition leads to deliver to external stakeholders.
- Aid in coalition data collection processes and dissemination efforts.
- Help identify new intervention or advocacy opportunities.
- Support information infrastructure accessible by all members of the community, by providing maintenance of a strong online and media presence.
- Meeting scheduling, logistics, and follow-up to keep action groups on task.

- Research, collect data, and assists in preparation of grants.
- Local dashboard data maintenance.
- Other duties as assigned.

Community Outreach:

- Work closely with community members in promoting events and outreach activities.
- Review, select and order informational and educational literature.
- Draft policy documents, news releases, and special features on assigned health topics.
- Conduct surveys.
- Manage public service events and support efforts to institute ongoing services
- Prepare exhibits, brochures, flyers, posters and other materials for presentations to the public, community agencies, support groups, health care professionals and elected officials.
- Outreach and communication with providers.
- Develop communication plan with community.
- Other duties as assigned.

Working Conditions:

Work is performed in both an office, and virtually remote, and sometimes an off-site environment, which may include working outdoors and occasional evening and/or weekend events such as health fairs and other special events. May require sitting in an office environment for extended periods of time.

Additional Benefits of becoming an AmeriCorps member:

- Bi-weekly stipend
- Eligible to receive relocation reimbursement and a health benefit plan.
- Receive the Segal AmeriCorps Education Award towards furthering your education, currently worth \$6,500
- Receive non-competitive federal employment eligibility upon completion of service.
- Access to professional development training opportunities including monthly workshops and networking sessions.

AmeriCorps Position Information:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=115790>

For more information and to apply please contact: Lindsay Coate at lcoate@ssvms.org