



DIAMOND DIVA EMPOWERMENT FOUNDATION  
1027 S. VANDEVENTER AVENUE, SIXTH FLOOR  
SAINT LOUIS, MISSOURI 63110

## JOB DESCRIPTION

**VISTA Development Assistant.** The VISTA Development Assistant will build *Diamond Diva Empowerment Foundation's* capacity by improving our overall fundraising efforts by researching, identifying, and preparing grants, creating partnerships with individual and corporate donors, recruiting, training, and managing volunteers, developing, and implementing a marketing strategy, including social media, monthly newsletters, and eblast content. The VISTA will also increase data management and reporting efforts through research, development, and implementation of policies and processes to improve efficiency.

This position will report to ***Ms. Bran-dee Jelks, Program Director,***

### Compensation

This is a full-time national service position that provides a **living allowance** of approximately **\$17,600** before taxes over the course of one year (\$675.40/biweekly *estimated*).

You also have the choice of one of two awards at the end of a successful year of service:

- **\$1,800** cash stipend bonus  
OR
- **\$6,345** Segal Education Award for future educational expenses or federal student loans (This award could be matched by your university! [Click here](#) to see if your school matches the award.)

Other benefits include:

- Childcare assistance is available to VISTA members who qualify.
- Relocation assistance is available to VISTA members who qualify.
- Some health benefits are available to VISTA members to help with the cost of co-pays and other qualified medical expenses.
- Professional development training opportunities are also offered.
- AmeriCorps VISTA allows members to earn federal non-competitive eligibility, giving members an edge in the federal hiring process.

For more information about the AmeriCorps VISTA program, [click here.](#)

### Eligibility Requirements

- Be 18 years or older.

- Hold one of the following citizenship or legal residency statuses: US citizen, US National, Lawful Permanent Resident (i.e., Green Card status), and persons legally residing within a state which may include those holding the following classifications: refugee, asylee, temporary protected status throughout VISTA service, and holding Deferred Action for Childhood Arrivals (DACA) status.
- As this is a full-time position and requires 40 hours per week, candidates with full-time employment or who are currently enrolled full-time in an educational institute are not a good fit for VISTA positions.

### **Next Steps**

If you are qualified and interested, send resume and cover letter to [office@2def.org](mailto:office@2def.org). Please include Development VISTA in the subject line of your email.