

Communication VISTA

Want to make a difference? Fahe is on a mission to eliminate persistent poverty in Appalachia. Our unique collaborative model connects a Network of local, regional, and national leaders, all working together to uplift our nation's rural places. Since our inception in 1980, the Fahe Network has served more than 535,000 people, made \$784.8 million in direct investments, and achieved a total cumulative financial impact of over a billion dollars in Appalachia.

Service Position Summary:

The Communication VISTA will work directly with Fahe's Communication Team on a variety of projects designed to increase awareness, boost visibility for the Fahe Network, and develop essential instructional materials to train and build capacity for our Membership around media gathering and distribution. This is a yearlong AmeriCorps VISTA position with the Homes for All program made available by the Housing and Homeless Coalition of Kentucky (HHCK). This position provides a living allowance and education award. The position provides the opportunity to work and learn with a nationally recognized nonprofit dedicated to creating lasting impact in Appalachia.

Essential Duties and Functions:

Content Development

- Work with Communication Team and Membership department to research and develop new content promoting the impact Fahe and Members have locally and nationally for use in blogs, reports, and submissions in local and national outlets
- Research and report on potential new media outlets and curate a list of contacts

Media Management

- Maintain and update an existing media database for company-wide usage
- Develop a reoccurring monthly intake system
- Create end user instructional materials

Material Development

- Conduct outreach with Membership to learn about needs and challenges around media gathering, production, and distribution
- Work with Communication Team to develop an instructional guide to fit an organization based on capacity
- Distribute a working model of the instructional guide and collect feedback
- Finalize an electronic version of the guide and make available for distribution

Requirements for this position include:

- Ability to demonstrate a professional demeanor
- Strong organizational skills with strict attention to detail
- Strong written and oral communications skills
- Ability to work independently and collaboratively
- Knowledge and proficiency with Microsoft Office Applications
- Self-motivated
- Not required but strong plus: Marketing and/or PR background

Note on Term of Position:

This is an AmeriCorps VISTA position starting on July 22nd, 2018 and is funded for one year through the Homes for All program made available by the Housing and Homeless Coalition of Kentucky (HHCK). The position offers a living allowance amount of \$12,312. In addition it provides a taxable education award that can be used for qualified student loans, tuition, or eligible student expenses. VISTAs receive \$6,095 upon successful completion of the program.

Fahe is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our mission. For the past three years Fahe has been recognized as one of the Top 100 Best Places to Work in Kentucky. Visit www.fahe.org to learn more.

To Apply:

Qualified candidates please apply through the applicable service or send a resume and cover letter directly to Aaron Phelps, aphelps@fahe.org.



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