

VISTA Summer 2022 Digital Archive Coordinator, Dwelling Place

AmeriCorps VISTA Summer Associate

Grand Rapids, Michigan

Dwelling Place seeks an outstanding individual to provide one summer of service through AmeriCorps VISTA (Volunteers in Service to America). Dwelling Place is a community-based nonprofit organization whose mission is to improve the lives of people by creating quality affordable housing, providing essential support services and serving as a catalyst for neighborhood revitalization. Our AmeriCorps VISTAs will function as a core part of our staff team working alongside permanent staff, yearlong VISTA Members, internship staff, and community volunteers.

This VISTA position will be focused on creating a digital Dwelling Place archive featuring content on the first 42 years of Dwelling Place's history. In conjunction with the City of Grand Rapids Archives, the VISTA will work with a local archivist to design an online digital archive. The VISTA will also facilitate a digital history event showcasing interesting stories and documents that have occurred in the history of the organization ensuring that Dwelling Place history is visible and available on the Dwelling Place website.

The expected outcomes from this initiative are an increase in public access to the evidence of Dwelling Place's history as a leader in creating and maintaining affordable housing in the Grand Rapids area. This will be evidenced by 200+ visits to view DP historical documentation available on the website, 20+ viewers participating in a digital history event, the creation of one digital resource hosting DP historical documents.

Project goal: Create a digital Dwelling Place archive featuring content on the first 40 years of Dwelling Place's history.

This position requires a commitment to serve as a full-time employee for a ten (10) week period beginning Monday June 6, 2022 – August 14, 2022. Compensation is paid directly to VISTA Summer Associates in the form of a modest bi-weekly living allowance from AmeriCorps VISTA. At the end of the term of service, an education award or cash stipend may be provided. For more information about AmeriCorps VISTA, see <http://www.nationalservice.gov/programs/amicorps/amicorps-vista>.

Training and Qualifications

- U.S. Citizen at least 18 years of age
- Responsible, self-motivated, and able to handle multiple on-going projects
- Excellent verbal and written communication skills
- Relevant non-profit or community development experience
- Computer skills required (MS Office products proficiency helpful)
- Other language skills a plus
- Ability to exercise considerable initiative and independent judgment and follow-through
- Maintains regular and timely attendance

- Thrives in a fast-paced work environment

Applications will be accepted until Monday, May 2, 2022. For more information or to apply, contact Heather Ibrahim at hibrahim@dpgr.org.