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### **Americorps VISTA Position Description**

POSITION: Marketing & Program Development Specialist VISTA  
REPORTS TO: HCDC General Manager  
LOCATION: Homestead Community Development Corporation  
PO Box 646 – Mile marker 12.5 Kuhio Highway  
Anahola, Kauai, Hawaii 96703  
LIVING ALLOWANCE: \$1,300 monthly (neighbor island rate)  
START DATE: Accepting Applications Until Position Filled

#### **About Homestead Community Development Corporation**

HCDC is the community partner of HCA that will be hosting this position. It is a nonprofit CDC and Housing Authority founded in 2009, dedicated to economic development projects, and building affordable housing for native Hawaiians on the trust lands of the native Hawaiian people. It is governed by a 10-man Board of Commissioners and Kupuna Council, two from each of the islands, Kauai, Maui, Oahu, Molokai and Hawaii Island.

Since its founding, HCDC/HA owns and manages an 8-acre campground, an enterprise facility, a certified kitchen, salon and office building, and an open air marketplace. HCDC/HA has also developed 22 affordable homes, 4 bedroom, 2 bath at less than \$185,000. In 2017, HCDC/HA is embarking on the development of prefabricated modular tiny homes, to increase affordable housing inventory under ADU (additional dwelling units), directed at the 10,000 homestead lots already awarded to native Hawaiians.

#### **About AmeriCorps VISTA Programs**

AmeriCorps VISTA supports a wide range of local service programs that engage thousands of Americans in intensive community service each year. AmeriCorps members are committed to using national service to address critical community needs in education, public safety, health and the environment to alleviate poverty in America.

AmeriCorps VISTA programs are open to U.S. citizens, nationals, or lawful permanent resident aliens. AmeriCorps VISTAs commit to a full-time, yearlong term of service within the organization they serve. Individuals can serve as AmeriCorps members in every state, U.S. Territory, and on tribal reservations. For more information about the AmeriCorps VISTA program, please visit this website:

[https://www.vistacampus.gov/sites/default/files/how\\_to\\_apply/index.html](https://www.vistacampus.gov/sites/default/files/how_to_apply/index.html).

#### **Position Duties**

This position is a one-year, full-time volunteer position with a monthly paid stipend, located in Anahola on the island of Kauai, dedicated to marketing and program development activities of the HCDC/HA. The primary focus of this position will be to develop the marketing and program

development of the tiny home program, of the Kumu Camp campground at Anahola Bay and the Anahola Marketplace where HCDC/HA is advancing locally owned vendors and retailers.

Position duties include, but are not limited to:

- Research marketing and data sets relevant to Tiny Homes, Campgrounds and Open Air Marketplaces;
- Develop and produce marketing and communication collateral, including brochures, press releases, websites and social media to effectuate successful programming of the Tiny Home project, Kumu Camp and the Anahola Marketplace;
- Brainstorm, develop and execute programming to engage community members in the Tiny Home project, Kumu Camp and the Anahola Marketplace;
- Create and manage relevant data bases for patrons and clients useful to the success of the Tiny Home project, Kumu Camp and the Anahola Marketplace;
- Contribute to the completion of fund development proposals to support the Tiny Home project, Kumu Camp and the Anahola Marketplace;
- Enhance organizational capacity through the development of standardized policies, exploring payroll systems, templates and forms to improve efficiencies.

Qualifications:

- 18 years or older;
- U.S. Citizen or Lawful Permanent Resident;
- Not listed on the National Sex Offenders Public Registry;
- Some college or college graduate or an equivalent of 3 years of relevant work experience;
- Strong interpersonal, verbal, and written communication skills;
- Comfortable with computers, proficient with Windows Office and database programs

Benefits:

- Living Allowance of \$1,300 per month;
- Education Awards of up to \$5,815 or End of Year Stipend of \$1,500;
- Professional, cultural and personal development opportunities;
- Childcare assistance and Healthcare allowance, if eligible;

To apply please contact:

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VISTA Program Manager  
Hawaiian Community Assets  
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