



Community First Fund

Community First Fund has AmerCorps VISTA positions in the following areas:

Development Department (1 position)

The VISTA member will:

- (1) Support Development Department in grant research, writing and compiling grant proposals
- (2) Assist Development Department in donor development, donor acknowledgements and record-keeping
- (3) Support CFF efforts to deepen relationships with major foundations, corporate, and individual donors, and establish system for consistent stewardship of donor relationships
- (4) Work with Development Department in marketing and communications, including quarterly newsletters, annual report, web site, printed collateral and marketing materials, media and public relations, and internal communications
- (5) Work with Development Department in the planning and implementation of special events, including but not limited to CFF Annual Friends of the Fund Meetings
- (6) Manage and assist on special projects as directed
- (7) Assist Development Department staff with the development of an organizational impact model which will measure the impact of CFF activities on individuals and communities served

Pennsylvania MicroEnterprise Coalition (PMC) (1 position)

PMC is a membership organization representing the interest of microenterprise assistance programs in the state of Pennsylvania. The VISTA member will work with the organizational membership to

- (1) Obtain operational funding to support hiring of permanent Coalition staff and to expand program support to member organizations;
- (2) Develop a communications plan with state policy makers to support increased funding for microenterprise programs and the coalition;
- (3) Expand awareness of PMC and microenterprise among economic development leaders in the state and
- (4) Increase awareness of the non-member microenterprise organizations and to expand the membership of PMC
- (5) Help with strategic plan implementation

Lending Support (3 positions)

- (1) Provide support to the Business Counselors/Loan Officers in providing outreach and marketing to low income communities regarding the education and counseling services and the loan products of the Community First Fund.
- (2) supporting loan officers with the logistical support in loan packaging, loan underwriting and loan monitoring
- (3) Assist lending and executive managers in developing more effective loan monitoring procedures and risk management policies.
- (4) Provide support in developing and conducting entrepreneurial training for current and potential borrowers.

Finance/Technology (1 position)

- (1) Provide support in the integration of accounting and client and loan tracking software
- (2) Provide support in the development of financial management and oversight processes which will increase the efficiency of the department
- (3) Provide support to development department with e-marketing as time allows

All positions may include other duties as assigned, based on need and individuals' specific skills.