

## **VOLUNTEER IN SERVICE TO AMERICA (VISTA VOLUNTEER)**

### **Position Description:**

VISTA VOLUNTEER/NE AR Field Representative of AR Single Parent Scholarship Fund

Field representative in NE Arkansas for the AR Single Parent Scholarship Fund; helping local scholarship funds to provide incentive scholarships to single mothers and fathers desiring to attend college; tasks include board of directors recruitment and training, fundraising/grant writing, public relations, and interviewing/selection of scholarship applicants.

### **Qualifications:**

Excellent verbal and writing skills; ability to assist volunteer nonprofit board members in all phases of development

### **Educational and/or experience requirements:**

Prefer college graduate, will consider applicants with some college and experience working with nonprofit organizations

### **Compensation:**

\$10,000 Annual Living Stipend plus fringe benefits

### **Other information including bonus plans etc:**

Living stipend of \$10,000 per year plus \$100 per month bonus for months served or educational tuition bonus; full health insurance; travel/mileage reimbursement

### **Fringe Benefits:**

Medical, dental ,401k,vacation, etc. Full health insurance policy, one week vacation

### **Application Deadline:**

Apply by September 1, 2009

### **Application Procedure:**

How do you want the interested parties to respond, i.e. submit a resume via www, come by your office, mail a resume, interview with Career Center at ANC first etc?

### **Send resume to:**

Ralph H. Nesson, Executive Director, Arkansas Single Parent Scholarship Fund, 614 East Emma Avenue, Suite 119, Springdale, AR 72764 or send by e-mail attachment to [rnesson@jtlshop.jonesnet.org](mailto:rnesson@jtlshop.jonesnet.org)