



Entryway Program and Operations Assistant VISTA

Help families find economic stability by creating a launch kit for successful expansion of our program in new service markets and developing a roadmap of resources needed for participant success.

This is not a salaried position. It is a one-year service position through the AmeriCorps VISTA program. More about AmeriCorps here:

<https://americorps.gov/serve/americorps/americorps-vista>

Position Location: Remote from one of these metropolitan areas where Entryway has placed participants:

- Atlanta, GA
- Charleston, SC
- Charlotte, NC
- Dallas/Ft. Worth, TX
- Houston, TX
- Nashville, TN
- Orlando, FL
- Phoenix, AZ
- Washington DC

About Entryway

Entryway is a national nonprofit operating in 11 local markets. Founded in 2014, our program restructured after the pandemic. We are seasoned professionals who operate in an entrepreneurial culture that may remind you of a start-up, with abundant opportunity to build capacity.

Entryway opens doors for individuals and families facing situational homelessness to return to economic independence. Participants receive career training, life skills, mentorship, and access to full-time employment and discounted housing opportunities with our apartment industry partners. We break down barriers so individuals can step into their true potential.

About the Position

This VISTA position, like our entire team, will work remotely and can be based in any of our nine active service markets listed. Weekly all-staff videoconferences keep everyone informed and offer a forum to share wins and test new ideas.

The VISTA member will create tools that help determine Entryway's path of organizational growth. After developing a robust decision-tree of factors to consider



before expanding into new service markets, the member will then create a launch kit to be used by national staff, volunteers, and newly hired local leadership. In addition, the member will identify and create a roadmap of resources and services needed for participants to get hired and complete the one-year program.

The ideal candidate will have an interest in social programs, research, or organizational infrastructure. Strong writing and communication skills, attention to detail, and an affinity for collaborating with others is desired. We are looking for a team player who has a high standard for the quality and integrity of their work output and possesses the emotional intelligence to conduct themselves with professionalism and discretion.

This position reports to, and works closely with, the National Director of Programs and Operations.

This position is for one year and can begin on December 4, 2023.

Member Duties

This member will make a lasting contribution to Entryway by creating a robust decision-tree that can be applied when leadership considers expanding into new service locations. By conducting research, interviews or focus groups to determine what factors are important for our program to be successful for participants, the member will be able to use the decision tree and case-studies to create a launch kit for new markets.

In addition, the member will help participants find and maintain economic stability by building a roadmap of services needed for success. Surveying participants, Entryway staff and volunteers, and researching current markets will help the member create a guidebook that can be used by markets to conduct their own research and connect to resources. Finally, the member will help our national team determine and measure outcomes for our program both at a national and local level.

Position Compensation & Benefits

Choice of Education Award or End of Service Stipend, Monthly Living Allowance, Training, Childcare assistance if eligible, [Health Coverage](#)*, Cell phone allowance, Relocation Allowance.



To Apply

Submit applications through AmeriCorps at:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=121037>

or email resume and cover letter to Richard McDaniel:

rmcdaniel@entrywaytalent.org.