



Government of the District of Columbia
Vincent C. Gray, Mayor



Mayor's Office on African Affairs
Ngozi Nmezi, Director

POSITION DESCRIPTION:

AmeriCorps VISTA – OAA Business Development Specialist

About the DC Mayor's Office on African Affairs (OAA):

OAA ensures that a full range of health, education, employment, economic development, and social services are available to the African community in Washington, DC. OAA works with all levels of the District government, Federal government, community based organizations, faith based organizations, and the private sector to ensure a continuous delivery and access to pertinent information and services for the District's African communities. For more information on OAA, please visit: www.oaa.dc.gov

About AmeriCorps VISTA:

AmeriCorps VISTA (Volunteers in Service to America) is the national service program designed specifically to fight poverty. AmeriCorps VISTA members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. They focus their efforts to build the organizational, administrative, and financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and otherwise assist low-income communities. VISTA members commit to serve full-time for a year. Serve DC- The Mayor's Office on Volunteerism will partner with the Office on African Affairs (OAA) to support one VISTA member through Serve DC's "Strengthening Communities Through Service" VISTA program. For more information on AmeriCorps VISTA, please visit:

<http://www.nationalservice.gov/programs/ameri-corps/ameri-corps-vista>

Position Description:

The AmeriCorps VISTA Business Development Specialist will provide support and technical assistance to African immigrant small-business owners and aspiring entrepreneurs as part of OAA's Capacity Building program. Through this project, the DC Mayor's Office on African Affairs provides an exciting opportunity for a dynamic and entrepreneurial AmeriCorps VISTA Business Development Specialist to engage the business owners, and work within city government to drive the growth and expansion of DC's African Business community. By developing a) a comprehensive African business directory, b) an ongoing network of support & information clearing house for small business owners and aspiring entrepreneurs, and c) an effective referral system that connects African small business owners and aspiring entrepreneurs to business development resources, this position will provide a culturally targeted capacity building program that promotes job creation, retention and entrepreneurship as a pathway for economic security and self-sufficiency for the District's immigrant business owners and aspiring entrepreneurs.



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Key Responsibilities:

The Business Development Specialist will be responsible for the following:

Map African immigrant-owned businesses in the District by:

- Developing data collection and mapping tools as well as a culturally & linguistically effective engagement and outreach strategy.
- Recruiting a 'data collection' volunteers to build diverse teams with multilingual skills.
- Conducting outreach to reach the District's diverse African business community and collect data on demographic/contact information + needs and challenges.
- Compiling and analyzing the data to build a comprehensive directory of businesses.
- Using data to determine key gaps in access to information and services that support the survival and growth of the African business sector in the District.

Create networking opportunities for small business owners by:

- Researching and developing effective communication tools (social media, listserve, blog, etc...) for sharing information relevant and useful to businesses.
- Facilitating peer support and mentorship opportunities for small business owners
- Facilitating access to business development resources, opportunities and services for African-owned small businesses.

Improve access to business development resources for African small business owners:

- Liaising with District Government agencies in the Planning and Economic Development cluster [DSLBD, DCRA, ABRA] as well as federal and nonprofit agencies that provide services and assistance to small businesses.
- Hosting quarterly technical assistance seminars that link African-owned District businesses to business development support, contracting opportunities, access to capital and other resources offered by DC government and external partners.
- Connecting the African business community to public-private partnership opportunities initiated by the Mayor on issues of job creation and economic development, and encourage their engagement and partnership with local government.

Required Knowledge, Skills and Abilities:

- Comfortable with community outreach and engagement of diverse constituencies
- A passion for public service and a commitment to serve the District's diverse African communities
- Strong written and oral communication skills as well as excellent organizational and computer abilities



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- Bilingual/multilingual skills (Amharic, French and/or Arabic strongly preferred)
- Graphic design/multi-media skills
- Ability to work both independently and as a team member
- Ability to evaluate and document program participation and effectiveness
- Community ties with groups, organizations and institutions working on Africa-related issues

Education Level:

- BA/BS degree in Marketing, Business, Communications, or related field required (MA preferred)
- 2+ years work experience required

Program Benefits:

- VISTA members receive a modest, monthly living allowance to help cover the basic necessities.
- VISTA members who successfully complete a term of service are also eligible to receive either a Segal AmeriCorps Education Award of \$5,550 to pay for college or to pay off student loans, or an end-of-service cash stipend of \$1,500.
- If you are moving more than 50 miles to serve as a VISTA, you are eligible to receive up to \$500 to assist with your moving expenses. Each state director distributes relocation funds with his or her own discretion.
- Additional benefits include training, limited health care benefits, student-loan forbearance or deferment and non-competitive eligibility for a federal government position. You may also be eligible for childcare assistance should you need it. Perhaps the greatest benefit is the experience of making a positive change in your community and your country. But there are other benefits as well.
- All applicants are encouraged to review important VISTA program details here: <http://www.nationalservice.gov/programs/americorps/americorps-programs/americorps-vista/americorps-vista-faqs>

Application Deadline: July 1, 2013

Work Schedule: Full Time

Program Start/End date: 08/27/2013-08/26/2014

To Apply: If you are interested in applying, please send your resume, a cover letter, a short writing sample and 3 references by e-mail to ooo@dc.gov. The subject line of the e-mail should indicate "VISTA Member."