

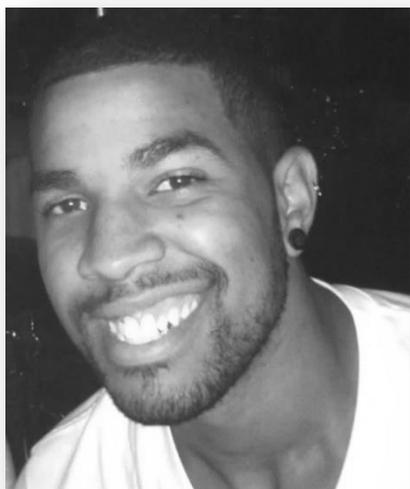


Welcome to

Translating VISTA Service to your Résumé and Career



Today's Speakers



Calvin Landrum
VISTA Training Coordinator



Erin Barnhart, Ph.D
Effective Altruism, LLC



Jordan Katcher
AmeriCorps VISTA Alum
Program Coordinator, US
Department of the Interior



Erin Pringle
AmeriCorps VISTA Alum
Program Director, RSVP

Session Goals

After this session, you are able to:

- Translate the skills, experiences and responsibilities of your VISTA service to your resume
- Identify keywords for your resume that resonate with various job fields and sectors
- Build a professional portfolio of activities, work samples and accolades to share when applying for jobs

Today's Agenda

- Preparing for the Transition
- Translating Service to Career-Speak
 - Alumni Story #1
- Crafting a Compelling Resume
 - Alumni Story #2
- Resources and Next Steps
- Q&A



@VISTAbuzz *I was a VISTA 6 years ago & I'm still experiencing career benefits because of it*



“I have been asked about VISTA in every job interview I’ve been on...the skills I gained from VISTA may have set me apart from other candidates”

Poll Questions

- Where are you in your service?
- Do you know what you want to do post-VISTA?



Preparing for the Transition

- What can you do today to prepare for your professional next steps?
 - Build your portfolio
 - Identify careers, jobs, and/or degree programs of interest
 - Informational interviews
 - Request letters of recommendation (near the end of service)



Building Your Portfolio



- Writing/Work samples
- Program materials
- Social media snapshots
- Outcomes and evaluations
- Trainings completed
- Software used
- Accolades/Kudos
- Thank you letters
- Certificates

Translating Service to Career-Speak

How can you best describe what you did as a VISTA?



- ✓ Prepare a 1-2 sentence description to explain VISTA to an employer
- ✓ Define capacity building

Capacity Building

A set of activities that expand the scale, reach, efficiency or effectiveness of programs or organizations

Translating Service to Career-Speak

✓ Reflect on your service, identify:

What were you responsible for?

What activities did you complete?

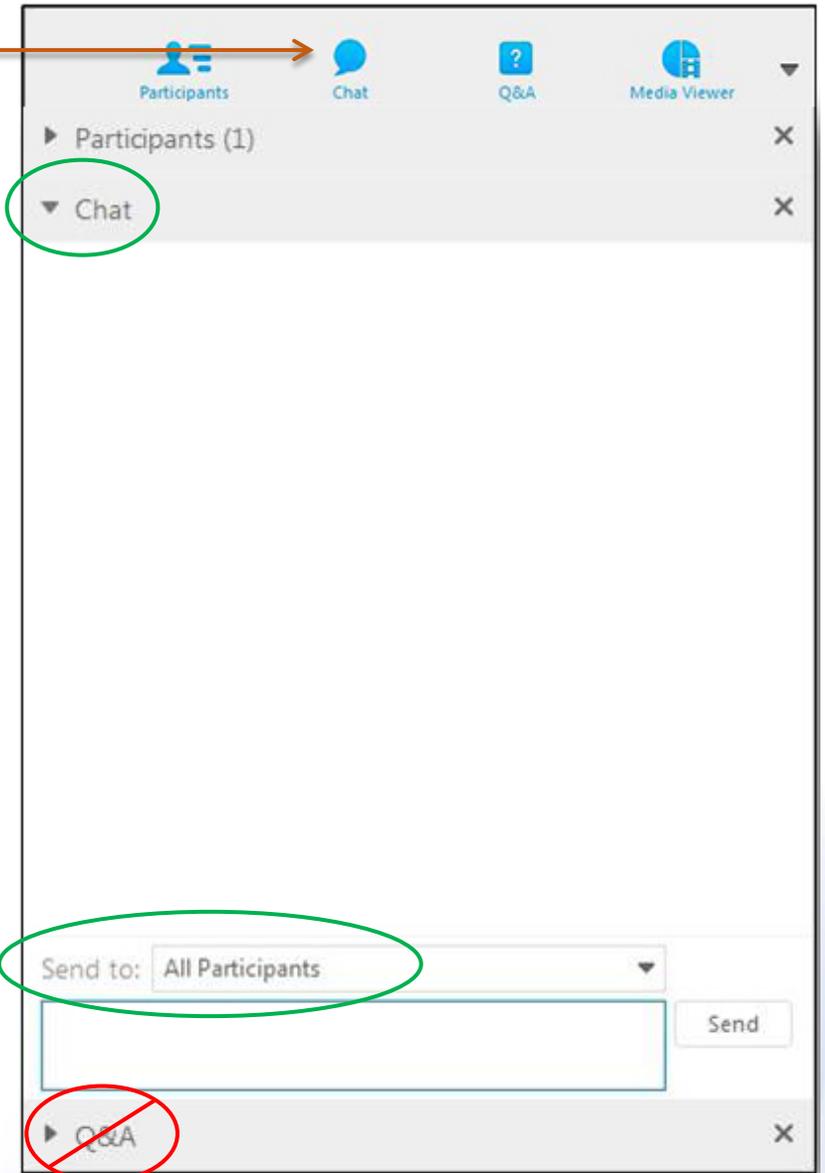
What skills did you develop?

What did you accomplish?

Chat Question

What skills and experiences have you gained during your VISTA service?

Click this button if you don't see the chat panel.



Translating Service to Career Speak



- ✓ Learn terms for your field and/or sector of interest
- ✓ Translate VISTA service to sector/field language

Community Outreach = Marketing
= Public Awareness

VISTA Alumni Experience



Jordan Katcher

VISTA Alum

VISTA Leader

Program Coordinator,
US Department of the Interior
Beckley, West Virginia

Crafting a Compelling Résumé



- Share details
- Be confident
- Where possible, quantify successes
- Create a Master Résumé, then customize for each audience/position
- Tailor and make the case!

A Not-So-Good Example

PROFESSIONAL EXPERIENCE

AMERICORPS VISTA

PORTLAND, OREGON

VOLUNTEER

AUGUST 2014-AUGUST 2015

- Volunteered with Rose City Youth, an organization that runs after-school programs for at-risk youth
- Managed volunteers and helped create new volunteer positions
- Helped with fundraising and grant writing

A Better Example

PROFESSIONAL EXPERIENCE

ROSE CITY YOUTH

PORTLAND, OREGON

AMERICORPS VISTA VOLUNTEER MANAGER

AUGUST 2014-AUGUST 2015

- Committed one year of full-time national service to nonprofit organization serving at-risk youth in Portland, Oregon's Northeast neighborhoods
- Contributed to significant expansion of organizational capacity via increased volunteer engagement, fundraising, and grant writing
- Recruited, screened, and managed volunteers for Rose City Youth after-school programs
- Increased size of volunteer program from twenty-five to thirty-five active volunteers
- Designed and led recruitment and outreach efforts for three new volunteer positions: Social Media Coordinator, Book Club Facilitator, and Fundraising Assistant
- Participated in internal grant writing and annual fundraising drive

VISTA Experience



Erin Pringle

AmeriCorps VISTA Alum

&

Program Director, RSVP Programs

Bismarck, North Dakota

Cover Letters + Interviews

- Cover Letters
 - Briefly introduce VISTA and your role
 - Focus on relevant skills and strengths
 - Make clear how you would be a good fit for them
- Interviews
 - Choose examples in advance
 - Practice storytelling and talking points

Resources

Job Search Sites

- VISTA Job Board:
www.vistacampus.gov/jobs
- Nonprofit Careers:
www.idealistcareers.org
- Government Careers:
www.usajobs.gov
- For-Profit Careers:
 - www.indeed.com
 - www.simplyhired.com
 - www.monster.com

Accessing Higher Education

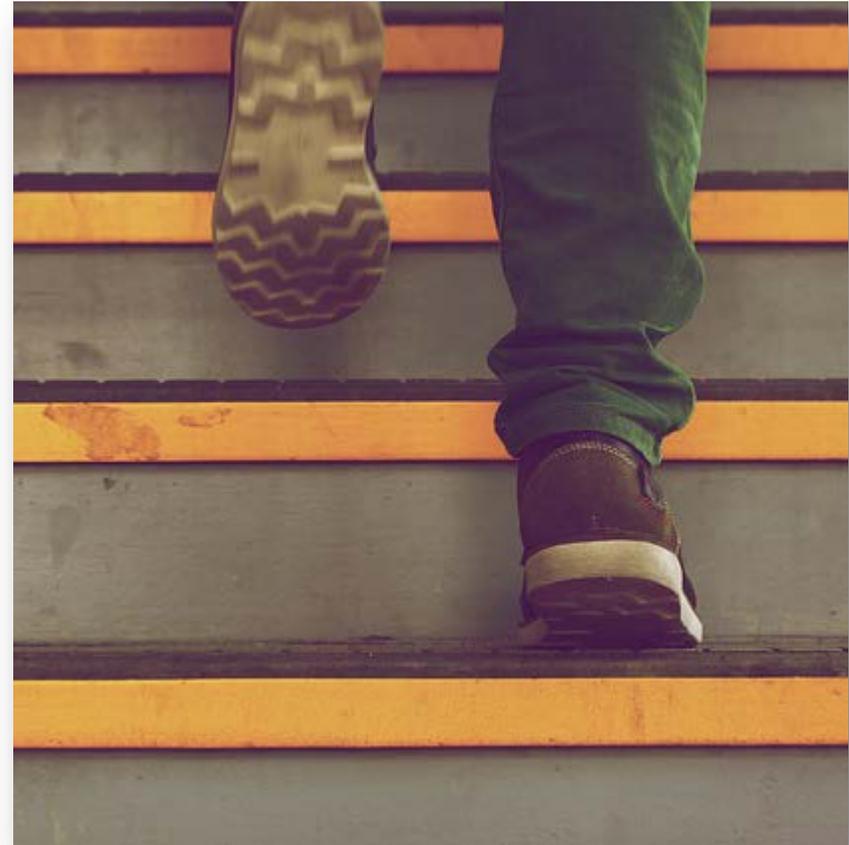
- www.idealist.org/info/GradFairs
- www.princetonreview.com/colleges-majors.aspx

Transitioning from VISTA

- <https://www.vistacampus.gov/vista-webinars>

Next Steps

- Still in service?
 - Start building your portfolio
 - Research jobs and degrees of interest
 - Informational interviews!
- Close to finishing?
 - All of the above + Request letters of recommendation
- A VISTA Alum?
 - ALL of the above (it's not too late to start now!)

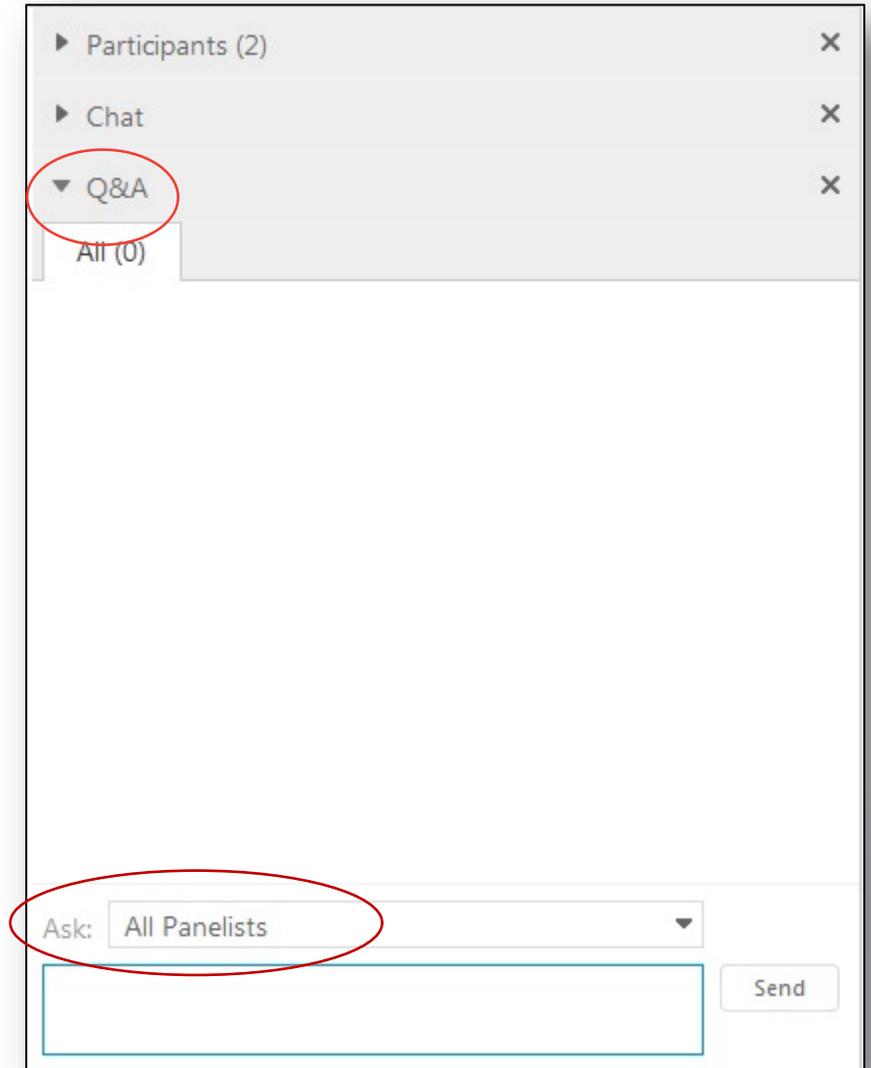


Evaluation

- Please take a few moments to share your feedback through the quick poll on the right side of the screen.
- How can we improve these sessions? What topics should we include in future webinars?
- Thank you very much for your time and participation!

Questions ?

- To ask a question verbally, call in using the number on this slide and press *1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask “All Panelists”



The screenshot shows a Q&A interface with a dropdown menu. The 'Q&A' option is circled in red. Below it, the text 'All (0)' is visible. At the bottom, the 'Ask:' dropdown menu is also circled in red, showing 'All Panelists' as the selected option. A 'Send' button is located to the right of the input field.

Thank You for Your Participation!

If you have further questions or for more information, contact us:
VISTAwebinars@cns.gov

Our next webinar:

Creating Group Volunteer Opportunities That Engage and Inspire

June 29, 2016

2:00pm Eastern

*Visit the Webinars for VISTAs page on the VISTA Campus
for a complete schedule of VISTA webinars*