

Creating a Service Opportunity Listing in My AmeriCorps

What you will need to know

- Do you have an eGrants user account? (For more information read the [“Creating an Account in eGrants”](#) resource.)
- Do you have enough details about your organization and the AmeriCorps VISTA position to complete the Service Opportunity Listing?
- Do you have a short, two-line description or “teaser” for the VISTA position?
- Do you have a concise program description?

Process Overview

1. Gather details about your organization and VISTA position(s) by reviewing the Service Opportunity Listing Step-by-Step instructions below

This document mirrors the Service Opportunity Listing form in My AmeriCorps including all fields and drop-down menu options. Use this document as a worksheet to gather information. Collecting this information in advance of logging into the system ensures you have all the details needed to complete your listing the first time.

2. Draft content in advance

Review the [Marketing for Recruitment](#) resource on the VISTA Campus for ideas and suggestions for crafting a compelling two-line teaser and program description.

A. **The Two-Line Teaser** is limited to 200 characters. The more complete and enticing your listing the more applicants you will attract.

B. **The program description** is limited to 2,000 characters or less.

3. Enter the Service Opportunity Listing into My AmeriCorps

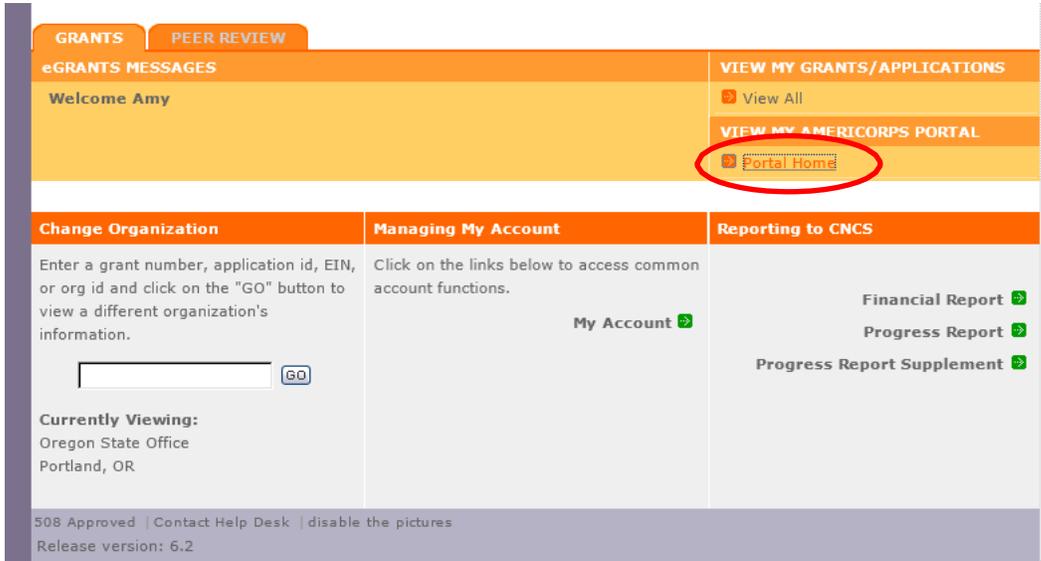
My AmeriCorps is the member portal for eGrants. Applicants will view and apply for VISTA positions through the portal.

Step-by-Step Instructions for entering a Service Opportunity Listing into My AmeriCorps

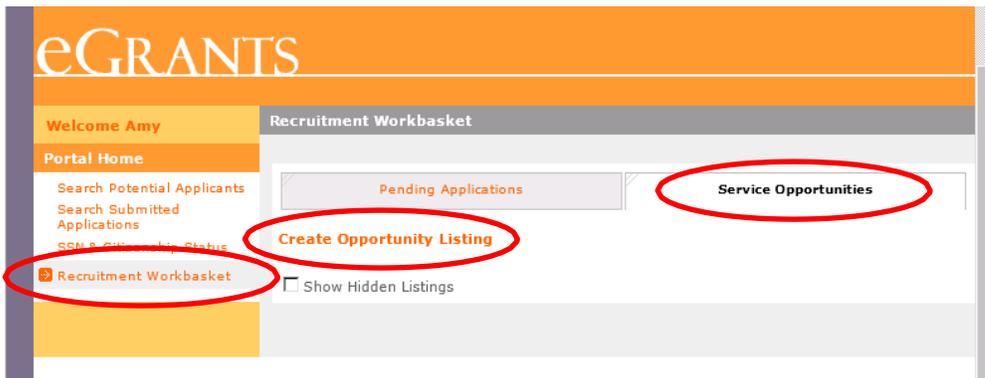
Hints

- Log in to eGrants using Internet Explorer (IE) for best results.
- Copy and paste text from an existing document, into My AmeriCorps rather than directly entering your text into the system. We recommend you develop an opportunity listing sample as indicated in the [Marketing for Recruitment](#) resource. Pay attention to the language you use and avoid acronyms and insider language.
- Avoid using special characters in the description, including hyphens or apostrophes. These often appear as the character “¿” in the final listing.

1. Log in to eGrants at: <https://egrants.cns.gov/espan/main/login.jsp>.
2. On the right side of the page, click on Portal Home.



3. Click on **Recruitment Workbasket**. (Note: you must have either the 'Grantee Administrator' or 'Grantee Recruiter' role to create or edit opportunity listings.)
4. From the **Recruitment Workbasket** choose **Service Opportunities** and then click **Create Opportunity Listing**.



5. Enter Listing Details (screen 1).
 - a. Do you want to make listing available now?
 - Yes
 - No

Hint

To publish your listing and begin receiving applications immediately, click "Yes" to the question "Do you want to make this listing available now?" If you click "No" the listing will not be "live" and thus hidden from potential applicants.

b. Enter project name

Hint

This will serve as a title of the VISTA position and is the first thing an applicant will see. Include both the name of your organization and the VISTA role here (ex. Harvesters Volunteer Coordinator).

c. Enter project type from the drop-down options:

- AmeriCorps NCCC
- AmeriCorps NCCC Team Leaders
- AmeriCorps State/National
- AmeriCorps VISTA
- AmeriCorps VISTA Leaders

Hint

Check either AmeriCorps VISTA or AmeriCorps VISTA Leader.

d. Program code: Select your grant number from the drop-down list.

e. Enter start and end dates

Start date: _____(mm/dd/yyyy)

End date: _____(mm/dd/yyyy)

Hints

Insert the start and end dates for the VISTA member service year, not for your project. For full-year VISTAs, the dates should reflect the 365-day term of service; for Summer Associate positions, the 8–10-week term. It is essential that your start dates reflect real-time dates in the portal, as these are among the first pieces of information that prospective applicants search for when looking for programs to apply to. If you have a rolling start date, update your desired start dates on a quarterly basis.

6. Enter term of service:

- Full-Time
- Part-Time
- Summer

Hint

Enter either Full-Time or Summer for Summer Associates. Part-time terms are not available for VISTA.

a. Enter contact information for recruiter

First Name _____ Last Name _____

Street Address 1 _____

Street Address 2 _____

City _____ State ____ Zip ____ +4 _____

E-mail _____

Fax Number _____

Website http:// _____

Hint

Enter the name and contact information for the person who can answer questions from applicants about the VISTA position and the recruitment process.

- b. Choose the state or states in which you will have members from the drop-down options (choose multiple selections if applicable):

Alabama	Kentucky	Oklahoma
Alaska	Louisiana	Oregon
American Samoa	Maine	Pennsylvania
Arizona	Maryland	Puerto Rico
Arkansas	Massachusetts	Rhode Island
California	Michigan	Saipan
Colorado	Minnesota	South Carolina
Connecticut	Mississippi	South Dakota
Delaware	Missouri	Tennessee
District of Columbia	Montana	Texas
Florida	Nebraska	Utah
Georgia	Nevada	Vermont
Guam	New Hampshire	Virgin Islands
Hawaii	New Jersey	Virginia
Idaho	New Mexico	Washington
Illinois	New York	West Virginia
Indiana	North Carolina	Wisconsin
Iowa	North Dakota	Wyoming
Kansas	Ohio	

Hint

Hold the CTRL key while clicking to select multiple states or multiple metropolitan areas.

- c. Choose the metropolitan area or areas in which your members will serve from the drop-down options (choose multiple selections as applicable):

Atlanta Boston Chicago	Island, CT, NJ, NY)
Cleveland/Akron	Philadelphia/Wilmington/Atlantic City
Dallas/Ft. Worth	Phoenix/Mesa
Detroit/Ann Arbor/Flint	Pittsburgh
Houston/Galveston	San Francisco/Oakland/San Jose
Los Angeles/Orange County	Seattle/Tacoma/Bremerton
Miami/Ft. Lauderdale	Washington/Baltimore
New York City (including Long	

Hint

This section is optional but strongly encouraged if your metropolitan area is listed.

7. Create Listing (screen 2)

- a. Enter a brief two-line description of the program (200 characters or less)

Hints

This “Two-Line Teaser” will be the first thing an applicant sees when they view your opportunity listing. Use language to stand out from the hundreds of other listings on the site and include a “hook” to attract your ideal candidates. For examples of compelling teasers, refer to the [Crafting Compelling Opportunity Listings](#) webinar on the VISTA Campus. Be cautious about entering special characters pasted from a Word document, as they will not save correctly.

- b. Enter your program description (2,000 characters or less)

Hints

This section includes the “who, what, when, where, why, and how” of your position.

Create this listing based on the VAD and your ideal candidate profile. Consider the following when crafting your listing:

- Who are you? (What is your organization, mission, history, and role in the community?)
 - Where are you located? (What are the unique features and benefits of your location?)
 - What will members do? (Use VAD to develop brief list of tasks. Use active words that convey challenge and excitement, and that describe the capacity-building activities your members will do.)
 - What specific attributes and skills are you looking for? (For example, do you need someone with advanced public speaking skills or “x” number of years’ experience in disaster services?)
 - Why should people join your project? (What are the benefits? What will they learn? What will they accomplish? What do you offer that’s unique? Will there be opportunities for travel, networking, or trainings?)
 - What are the start and end dates of your project?
 - How does someone get more information? (mail, phone, e-mail)
 - If candidates are moving from out of town, what would you want them to know about your city/town/community?
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-
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c. Are you accepting applications now?

Yes

No

Hint

Select "Yes" so individuals can submit applications to your listing.

d. Include the dates for acceptance of applications

Accepting applications from: _____(mm/dd/yyyy)

Application deadline: _____(mm/dd/yyyy)

Hints

Consider setting your application deadline well in advance of your CNCS Regional Office deadline so you have time to interview and screen candidates before the deadline. If you miss the deadline you may be unable to fill your VISTA position. The [VISTA Member Recruitment Calendar Tool](#) on the VISTA Campus can help set application acceptance and deadline dates. If you have a rolling application deadline, you must update your listings regularly to push the new deadline forward. If your deadline is in the past, applicants will not be able to submit applications.

e. Do you accept AmeriCorps application? Yes No

Hint

To publish your listing click "Yes" to the questions "Are you accepting applications now?" and "Do you accept AmeriCorps application?"

f. If your organization requires a separate application, outside of the My AmeriCorps system, how do applicants get it?

Phone: _____

Email: _____

Website http:// _____

g. Select information about the benefits your program offers

Standard benefits to select for VISTA members include:

- Childcare assistance if eligible
- Choice of education award or stipend
- Education award upon successful completion of service
- Health coverage
- Living allowance
- Relocation allowance
- Training
- Other: _____

Hints

Hold down the CTRL key while clicking to select multiple benefits.

For details about AmeriCorps VISTA healthcare benefits, visit <http://www.vistacampus.gov/healthcare>.

Other benefits can be entered into a text box. These might include optional benefits provided by your organization such as:

- Housing
- Meal plans
- Transportation

Hint

NEVER include “SNAP” or “Food Stamps.” It is always a great idea to list benefits specific to your program such as housing supplements or transportation assistance.

h. Select terms and conditions of member service that apply to your program

Hints

All VISTA Members are expected to comply with the Standard Terms of Service. Consider listing these terms in your description.

- 18 years old
- US Citizens, nationals, or legal residents
- Successfully complete a criminal background check.
- VISTA is a full-time commitment
- Political advocacy, organizing or demonstrating while on VISTA duty, or while perceived to be on duty, is prohibited

Other conditions requested by your organization might include:

- Car recommended
- Permits part-time employment and attendance at school during off hours

8. Complete Listing Information (screen 3)

a. Enter minimum age

Hint

18 years old is the minimum age for a VISTA member.

b. Select desired education level from the drop-down options:

- Associates degree (AA)
- College Graduate
- Some college
- Graduate degree (e.g. MA, PhD, MD, JD)
- High school diploma/GED
- Less than High School
- Technical school/apprenticeship/vocational

Hint

Be careful you are not excluding qualified members of the community by requiring an Education Level that is not needed for the VISTA assignment.

c. Enter information about skills would you like potential members to possess from the drop-down options:

- | | |
|---------------------------|-----------------------|
| Counseling | Public Speaking |
| Architectural Planning | Recruitment |
| Business/Entrepreneur | Teaching/Tutoring |
| Communications | Trade/Construction |
| Community Organization | Writing/Editing |
| Computers/Technology | Youth Development |
| Conflict Resolution | General Skills |
| Education | Environment |
| Fine Arts/Crafts | Non-Profit Management |
| First Aid | Social Services |
| Fundraising/Grant Writing | Urban Planning |
| Law | Disaster Services |
| Leadership | Veterans |
| Medicine | Teamwork |
| Public Health | |

Hint

Applicants use these fields as keywords when searching for positions, so be sure these are accurate.

d. Enter language requirement (if any) from the drop-down options:

- | | |
|------------------------|------------|
| Arabic | Italian |
| American Sign Language | Japanese |
| Chinese | Korean |
| Creole | Polish |
| English | Portuguese |
| French | Russian |
| German | Spanish |
| Greek | Thai |
| Hmong | Vietnamese |

- e. Provide details about what your AmeriCorps VISTA member will do and other information about the position and community (limited to 1,000 characters or less).

Hint

This text appears in the “member duties” section of the posting and outlines what the members will do during their year. Try to capture activities from the VISTA Assignment Description (VAD) in a way that will help draw in your ideal candidate.

- f. Define the field of service areas in which your members are serving from the drop-down options:

- | | |
|------------------------------------|-----------------------------|
| Community and Economic Development | Health |
| Community Outreach | Hunger |
| Children/Youth | Homelessness |
| Disaster Relief | Housing |
| Education | Homeland Security |
| Entrepreneur/Business | Neighborhood Revitalization |
| Elder Care | Public Safety |
| Ex-Offender Reentry | Technology |
| Environment | |

- g. Submitted by: Include your contact information for the CNCS reviewer to use if they have questions about the opportunity listing.
- h. Click Save to complete the creation of your opportunity listing. After you click Save, the opportunity listing will show up in the My AmeriCorps Portal workbasket for your CNCS Regional Office to approve. The listing will be reviewed to ensure that all VISTA activities are appropriate and allowable.

Disclaimer: The fields and options listed in this document are subject to change. Consult the Service Opportunity Listing in My AmeriCorps for the current list of options.

(Updated March 2020)