



## VISTA MEMBER POSITION DESCRIPTION

<b>Organization Name:</b>	Community Housing Resource Board / City of Billings
<b>VISTA Project Name:</b>	<b>Fair Housing Project</b>
<b>Organization Description</b>	
<p>The Community Housing Resource Board (CHRB) is a non-profit organization that was formed in 1992 to address issues of housing discrimination in the Billings area. Since that time, the CHRB has remained the only organization in Billings solely dedicated to the eradication of housing discrimination in all its forms. The CHRB provides community wide education on the Federal Fair Housing Act and the Montana Human Rights Act, both of which protect all persons from illegal discrimination in their efforts to secure and maintain the housing of their choice for which they are otherwise qualified.</p>	
<b>VISTA Project Goal</b>	
<p>VISTA resources will aid in developing and implementing a sustainable strategic plan that bolsters membership, collaboration and capacity of the CHRB and addresses community outreach and awareness and fund development with the ultimate goal of achieving fair and equal opportunity for all in the search for a place to call home.</p>	
<b>Required Qualifications</b>	
<ul style="list-style-type: none"> <li>• Possess basic understanding of strategic planning, community organization and community development/empowerment</li> <li>• Ability to communicate effectively (both written and orally)</li> <li>• Ability to work both independently and as part of a team</li> <li>• Computer skills and knowledge of some software (WORD, Excel, Power Point, etc.)</li> <li>• Ability to work with diverse generations, incomes and cultures</li> <li>• Bachelor’s degree preferred</li> </ul>	
<b>Key Duties &amp; Roles</b>	
<ul style="list-style-type: none"> <li>• Establish knowledge of the history and current service capacity of the CHRB.</li> <li>• Conduct strategic planning sessions to increase CHRB membership and organizational capacity.</li> <li>• Create a fund development plan that identifies fundraising, solicitation and grant-writing efforts.</li> <li>• Assist CHRB in the implementation of the fund development plan.</li> <li>• Develop community outreach materials and explore new communication opportunities.</li> </ul>	

***Key Objectives to be met through the fulfillment of the Key Duties and Roles***

The key objective of this VISTA project is to increase CHR's capacity to educate the public about Fair Housing with the goal of eliminating unfair housing practices which are especially detrimental on those experiencing poverty. Through assistance provided in effective planning and implementation processes, the results of this VISTA member's service are expected to impact 100 new clients through at least one new service and generate 20 new volunteers and financial resources totaling approx. \$10,000 .