

# CANOPY

## NORTHWEST ARKANSAS

### **JOB DESCRIPTION**

Program Type: AmeriCorps VISTA  
Job Title: Community Engagement & Partnerships VISTA  
Program Start /End Date: 4/1/2026-4/1/2027  
Full-Time 35 hrs./wk.  
Job Reports to: Volunteer Manager  
Location: Fayetteville, AR  
Accepting Applications: 2/13/2026

#### **General Purpose of Position**

The VISTA will work primarily with the Partnerships team to strengthen Canopy's community engagement infrastructure through partnership development, data systems improvement, community events, and outreach. This includes improving systems for tracking partnerships, donors, and events; supporting community engagement activities; and assisting with the development of new partnerships with small businesses and community stakeholders.

#### **Essential Functions**

This position will support the development and maintenance of community partnerships that advance Canopy's mission.

- a. Assist in identifying and cultivating new partnerships with small businesses, community organizations, and local stakeholders.
- b. Maintain records of partnerships, contacts, and engagement activities within NEON.
- c. Support relationship-building efforts that increase Canopy's visibility and connection within the community.

This position will assist with organizing and maintaining Canopy's NEON database.

- a. Support data entry and quality control related to donors, events, and community engagement activities.
- b. Help streamline internal processes for tracking event participation, outreach efforts, and partner engagement.

This position will collaborate with staff to improve consistency and documentation of data systems.

- a. Document procedures for data tracking and reporting.
- b. Support efforts to improve efficiency and accuracy in internal data systems.

The VISTA will assist with planning and implementation of community events to strengthen outreach and engagement. This position will support the planning and execution of community-facing events, including but not limited to World Refugee Day.

- a. Assist with event planning, logistics, and coordination.
- b. Support event setup, tabling, breakdown, and on-site logistics.

VISTA will support outreach and evaluation related to community events.

- a. Assist with tracking event attendance and engagement outcomes.
- b. Support outreach efforts before and after events to strengthen community connections.

The VISTA will assist with donor and supporter engagement through data tracking and documentation.

This position will support donor and community supporter engagement tracking.

- a. Assist with data entry related to donor interactions and acknowledgements.
- b. Help organize information related to community supporters and event-based donors.
- c. VISTA will contribute to research and documentation of best practices for community-centered donor engagement.

The VISTA will support fundraising and engagement events through capacity-building activities.

VISTA will assist with planning and execution of fundraising and engagement events.

- a. Support large-scale fundraising campaigns through logistical and administrative assistance.
- b. Assist with organizing and tracking fundraising-related events and drives.

This position will support documentation and reporting related to fundraising efforts.

- a. Assist with entering data into tracking tools.
- b. Support reporting outcomes to supervisors to inform future efforts.

The VISTA will support the development and organization of digital assets to strengthen community engagement and internal capacity.

VISTA will assist with creating and organizing digital and print materials for outreach and engagement.

- a. Support the creation of flyers, informational materials, social media content, and handouts.
- b. Assist departments with developing one-pagers, impact summaries, and reports.

This position will help maintain systems for storing and accessing digital assets.

- a. Support maintenance of shared folders or internal systems.
- b. VISTA will collaborate with staff to ensure materials align with Canopy's messaging and engagement goals.

## **Qualifications**

Knowledge, Skills and Abilities:

- College graduate
- Basic computer skills required including accurate data entry, Google search, and use of email.
- Working knowledge of immigrant/refugee services and experience in the nonprofit sector helpful.
- Demonstrated empathy, compassion and ability to provide high quality customer service to culturally and socio-economically diverse clientele accessing program services.
- Strong written and verbal communication and listening skills. English proficiency required.
- Accessible to reliable personal transportation in order to travel locally to job sites required.

## **Typical Physical/Mental Demands and Working Conditions:**

- Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of office equipment and supplies.
- Work is performed both indoors and outdoors on occasion.
- May stand or walk for extended periods.
- Speaking, hearing, and understanding English are required.
- Stooping; bending; twisting; climbing stairs; reaching; and lifting up to 50 lbs. may be required in completion of job duties.
- Must have a valid Driver's License

*The above elements are intended only to summarize the general nature of the job and are not intended to be an all-inclusive description of the job or list of duties. Specific duties and responsibilities may vary by position, and incumbents may be required to perform other duties and follow other instructions in addition to those listed.*

Vista Application Link:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=124331>

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For details about AmeriCorps Vista healthcare benefits please visit

<https://americorps.gov/members-volunteers/vista/benefits.77787>