

# AmeriCorps VISTA Organizational Development Analyst Position

POSTED ON 11/21/2022 AVAILABLE BEFORE 1/19/2023

Ritter Center  San Rafael, CA Full Time

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## Job Posting for AmeriCorps VISTA Organizational Development Analyst Position at Ritter Center

**\*\*This posting is for an AmeriCorps VISTA Organizational Development Analyst. Applications can only be made by AmeriCorps VISTA Members and made through the AmeriCorps VISTA website\*\***

<https://www.americorps.gov/serve/fit-finder/american-corps-vista#positions>

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### ABOUT RITTER CENTER:

**For over 40 years, Ritter Center has been dedicated to preventing and resolving homelessness and improving the health, dignity, and well-being of people living in poverty in Marin.**

When you join Ritter Center, you become part of a highly trained staff that combines national clinical best practices with a whole-person care approach to solve each person's medical and mental health, housing, and food needs.

**We are growing to meet the needs of our community!** We are looking for staff who are ready for a career with a mission-driven organization, want to be valued, have diverse experience, compassion, and a patient-centered approach. **If this sounds like you, we would love you to join our team!**

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### POSITION OVERVIEW:

The AmeriCorps VISTA Organizational Development Analyst will analyze every department individually to identify, strategize, plan and implement efficiencies that will ultimately improve client and patient services, leading to better health and housing outcomes for Marin County residents living in poverty.

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### PRIMARY RESPONSIBILITIES:

- Thoroughly read orientation materials provided by Human Resources, as well as the website and Ritter Center's background documents.
- Identify and attend pre-selected cross-departmental meetings to collegially integrate and develop open communication channels with each department.
- With assistance from the Chief of Staff, research and learn about organizational development analysis, taking part in training, as needed, and learn about Theory of Change.
- With the Chief of Staff, set a project management and communication schedule, identify priority aspects of organizational development specific to the project, and create a project management board on Monday.com to organize, collaborate and communicate on all steps of the process.

### QUALIFICATIONS & REQUIRED SKILLS:

- Attention to detail

- Skilled in MS Word, Excel, and Outlook
- Customer Service
- Organized

Job Type: Full-time

Schedule:

8 hour shift

Ability to commute/relocate:

San Rafael, CA 94901: Reliably commute or planning to relocate before starting work (Required)

License/Certification:

Driver's License (Preferred)

Work Location: One location

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