



**ANNOUNCEMENT  
COMMUNITY PARTNERSHIP AND VOLUNTEER COORDINATOR  
FULL-TIME AMERICORPS VOLUNTEER POSITION  
POSITION TO START JANUARY 2019**

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**POSITION SUMMARY**

Portland YouthBuilders (PYB) is an alternative high school and job training program dedicated to serving young adults, ages 17-24, who want to transform their lives. PYB's multi-year program focuses on assisting students to complete high school with a GED or Diploma, obtain job readiness skills, become critical thinkers and community leaders, complete their post secondary education/training goals, and successfully launch their careers. Our program offers multi-year support to help students achieve their long and short term goals in employment and post secondary education and training. PYB's community partnerships support these goals and enable students to access resources. In addition, these partnerships strengthen placement options for our students.

Our student population is diverse, and many students face barriers which interfere with their success both at PYB and in their hopes for the future. PYB offers support to help students resolve, manage, and overcome these obstacles.

***People of color and women are encouraged to apply.***

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**PURPOSE AND SCOPE**

This is a full-time (40 hours/week) position as an AmeriCorps member of Portland YouthBuilders (PYB). The Community Partnership and Volunteer Coordination AmeriCorps Member is responsible for developing and strengthening community partnerships for PYB, including identifying partnerships for potential service projects and service learning initiatives. This member will also provide service to the program's volunteer program, enabling the program to better serve low-income young people and community residents. This includes developing appropriate materials, recruiting and managing volunteers, especially in support of service-learning activities, and training PYB's staff as appropriate so that the site can sustain the program after the member's term of service is completed.

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**POSITION DUTIES INCLUDE**

- Develop partnerships with community organizations that work with young people in need of YouthBuild services
  - Contribute to PYB's efforts to develop and implement a plan to increase community awareness of the mission and services of PYB.
  - Support young people in the community by acting as an advocate and mentor, to help them obtain employability documentation and connect to community resources with the goal of setting them up for future success in life, particularly in their pre-program period. (*Note: All Portland YouthBuilders program application and selection processes are completely executed by staff.*)
  - Develop community partnerships to support the volunteer/service-learning program.
  - Serve as public ambassador for the program, YouthBuild USA, and AmeriCorps.
  - Participate in Portland YouthBuilders, YouthBuild USA, and AmeriCorps training, service projects, and other activities.
  - Plan quarterly community service days for organization-wide participation in service-learning.
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## MINIMUM QUALIFICATIONS FOR AMERICORPS SERVICE

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Must be at least 17 years of age, have high school completion, and be a US Citizen, US National, or lawful permanent resident of the US.

## SKILLS AND ABILITIES REQUIRED

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- Skilled at taking initiative, problem solving, and working independently to be able to develop and implement program volunteer program.
- Skilled at building interpersonal relationships, to work/serve effectively as part of a team, and to manage volunteers.
- Strong verbal skills, to communicate effectively with staff, volunteers, and community groups.
- Skilled at written communication, to develop program materials and reports.
- Dependable and able to maintain positive attitude, to fulfill commitment to term of service.
- Committed to the concept of national service and to making a difference in the community.
- Basic computer literacy, to be able to produce program materials and track volunteer hours.
- Able to react to change productively and to handle other tasks as assigned.
- Valid Oregon driver's license preferred

*This position has recurring access to vulnerable populations.*

## SUPERVISION

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The Community Partnership and Volunteer Coordination AmeriCorps member reports to Rana Uzzaman, Admissions & Equity Manager.

## COMPENSATION & BENEFITS

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Position Starts:	January 2019
Length of position:	12 months (must complete 1700 hours of service over 12 months)
Compensation:	AmeriCorps monthly living stipend of \$1,220 (before taxes); monthly bus pass; plus AmeriCorps Education Award of \$5,920 upon completion of 1700 hours of service; qualified to enroll in medical coverage available through AmeriCorps. Members may also qualify for child care allowance. Other benefits include student loan deferment, professional training, valuable networking opportunities, working with a dedicated team of AmeriCorps members and staff, and the opportunity to make a real difference.

## APPLICATION INSTRUCTIONS

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Please e-mail your [cover letter and resume](#) to Mary Hegel, AmeriCorps Contract Coordinator, [mary.hegel@pybpd.org](mailto:mary.hegel@pybpd.org). Please include "Application for AmeriCorps Community Partnerships Coordinator" in the subject line. **Applications will be accepted until the position has been filled and reviewed as they are received.**

*Portland YouthBuilders' mission connects us to people and communities across Portland. We are proud to be an equal opportunity employer and we do not discriminate on the basis of race, color, sex, sexual orientation, age, religion, creed, marital status, national origin, political affiliation, disability, veteran status, or any other classifications applicable by law. Portland YouthBuilders is committed to the diversity of our people, programs and services. The organization acts affirmatively in the employment and advancement of qualified people of color. Auxiliary aids and services are available upon request to individuals with disabilities. TTY1-800-735-2900*

*This position has recurring access to vulnerable populations. PYB employees must successfully complete a criminal background and drug test check prior to employment. Portland YouthBuilders is a Drug Free Workplace and adheres to the requirements of the Drug Free Workplace Act. Portland YouthBuilders' students and staff are subject to random drug tests.*

- *This program is funded 28% through a Federal award of \$1.1 million from the U.S. Department of Labor – ETA for the YouthBuild Program Initiative.*
- *This program financed in whole (or in part) with funds provided through Worksystems, Inc. from the U.S. Department of Labor.*
- *PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.*

