



## ANNOUNCEMENT

### **Community Partnerships Coordinator- Personal Development Services (PDS) Team AMERICORPS VOLUNTEER POSITION WITH STIPEND POSITION PREFERRED START IN JANUARY/FEBRUARY 2018**

#### **POSITION SUMMARY**

Portland YouthBuilders (PYB) is a small 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 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.

***Women and people of color are encouraged to apply.***

#### **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 –PDS AmeriCorps Member is responsible for developing and strengthening community partnerships for PYB, including identifying partnerships for improving the barrier management resources and skills of program participants. This position will be responsible for providing support to participants around various forms of community assistance that will help retain participants in PYB programming and, correspondingly, support college readiness and/or job placement. 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 in support of barrier management resource development, and training PYB's staff as appropriate so that the site can sustain the program after the member's term of service is completed.

*This position has recurring access to vulnerable populations*

#### **DUTIES**

- Develop community partnerships to better support participant retention in PYB programming.
- Provide individual guidance to students in developing life skills and navigating community resources, such as assistance from DHS, with the goal of setting them up for success, particularly in their first phase of programming.
- 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.
- Participate and support participants in quarterly community service days for organization-wide participation in service-learning.

- Assess PYB's need for volunteers in the PDS program and develop community partnerships as needed to support this program.
- Develop or update the written program plan, to include specific measurable objectives for the program, how the program will be implemented and evaluated, and the timeline for implementation.
- Develop or update program materials such as a policy and procedure manual; volunteer position descriptions; promotional fliers or brochures; and screening, training, and evaluation tools.
- Recruit volunteers. Outreach methods include: extensive networking; presentations to faith, business, and/or community groups; staffing information booths at community events; and utilizing the media.
- Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks.
- Develop and facilitate orientation and training for volunteers.
- Supervise non-AmeriCorps volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts, etc.
- Maintain accurate records of volunteer participation.
- Evaluate progress made in achieving the program's goals.

### **MINIMUM QUALIFICATIONS FOR AMERICORPS SERVICE**

Must be at least 17 years of age, have a High School Diploma or GED, and be a US Citizen, US National, or lawful permanent resident of the US.

### **SKILLS AND ABILITIES REQUIRED**

- Bachelor's degree (*preferred/not required*)
- 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.

### **SUPERVISION**

The Community Partnerships & Volunteer Coordinator – Personal Development Services (PDS) AmeriCorps member reports to Rana Uzzaman, Admissions & Equity Manager and Personal Development Services Manager.

### **COMPENSATION & BENEFITS:**

Position Starts: Preferred start January/February 2018  
 Length of position: 12 months (must complete 1700 hours of service over 12 months)  
 Compensation: AmeriCorps monthly living stipend of \$1,166; monthly bus pass; plus AmeriCorps Education Award of \$5,815 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 Procedure:** Please e-mail your **cover letter and resume** to Mary Hegel, AmeriCorps Contracts Coordinator, [mary.hegel@pybpdx.org](mailto:mary.hegel@pybpdx.org). **Please include in your cover letter description of any experience you have navigating large social service systems. No paper resumes, faxes, phone calls or visits please.**

**Closing Date:** *Applications will be accepted until the position has been filled.* The preferred start date for the position is **January/February 2018.**

*Portland YouthBuilders' mission connects us to people and communities across Portland. We are proud to be an equal opportunity employer and 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*

*PYB employees and volunteers must successfully complete a criminal background and drug test check prior to work. 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 project was funded in part (25%) by a grant awarded under the YouthBuild Initiative in the amount of \$1,100,000 as implemented by the U.S. Department of Labor's Employment and Training Administration.*
- *This program financed in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor, the City of Portland, and the Department of Housing and Urban Development.*
- *PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.*

