



ANNOUNCEMENT

Student Supports Position - Community Partnerships Coordinator

AMERICORPS VOLUNTEER POSITION WITH STIPEND

POSITION PREFERRED START IN LATE-APRIL 2019

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 students. This position will be responsible for providing support to students around various forms of community assistance that will help them achieve their goals in PYB programming and, correspondingly, support job placement and/or college readiness. 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 supportive services, 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 INCLUDE

- Develop community partnerships to provide supportive services to PYB participants.
- 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, such as Community Meetings.
- 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.

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 Marcella Chiromo, Ph.D., Student Advocate.

COMPENSATION & BENEFITS:

Position Starts: Preferred start in late April 2019
Length of position: 12 months (must complete 1700 hours of service over 12 months)
Compensation: AmeriCorps monthly living stipend of \$1,220; 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

Please e-mail your cover letter and resume to Mary Hegel, AmeriCorps Contracts Coordinator, 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.** Applications will be 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 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.*

