



PORTLANDYOUTHBUILDERS

**ANNOUNCEMENT
VISTA VOLUNTEER POSITION
Academic Success Coordinator**

PORTLAND YOUTHBUILDERS

Portland YouthBuilders (PYB) is a two year alternative high school and job training program with the mission to support low-income young adults, ages 17-24, who are committed to changing their lives to become self-sufficient, contributing members of the workforce and their community. At PYB, students complete high school with a GED or diploma and develop marketable employment skills by learning to build affordable housing from the ground up or learning to refurbish computers and develop websites for non-profits. All PYB students have the opportunity to serve as part-time AmeriCorps members and earn an AmeriCorps Education Award.

POSITION SUMMARY

The **Academic Success Coordinator** position is a full-time VISTA volunteer position in the Education Department. The **Academic Success Coordinator** will work closely with the Education Manager to expand PYB's volunteer program and enhance the quality of services to students. We are seeking someone who is committed to educational equity and inspired by supporting young men and women who are transforming their lives through learning and service.

People of color are encouraged to apply.

COMPENSATION & BENEFITS

Reports to:	Education Manager
Position Starts:	November 2017, with mandatory AmeriCorps VISTA training November 27.
Length of position:	12 months
Compensation:	AmeriCorps VISTA members receive a modest living allowance (\$14,136 before taxes/year in Portland, OR, based on the local poverty level), a monthly bus pass, and health benefits during their service. VISTA members also have the option of receiving a \$5,920 Segal AmeriCorps Education Award or a \$1,803 stipend after completing their term of service. There are a variety of other benefits such as eligibility-based childcare assistance, relocation allowance, and federal non-competitive status.

QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE

- Experience directly related to areas of responsibility listed below or Bachelors Degree
- Demonstrated ability to simultaneously manage multiple projects and meet deadlines
- Strong written and oral communication skills
- Self-starter and independent thinker
- Commitment to professional growth
- Experience working with diverse populations
- Valid Driver's License and good driving record (for the purposes of insurance coverage)
- Must be a United States citizen or permanent resident, and eligible for AmeriCorps VISTA service

AREAS OF RESPONSIBILITY

- Recruit volunteers, including tutors, class speakers, teaching assistants, to improve academic performance.
- Design volunteer orientation and training.
- Develop and manage volunteer schedules in collaboration with teacher input.
- Manage volunteer engagement, including systems for feedback and appreciation.
- Develop community partnerships to support and enhance the academic program.
- Manage volunteers and community partnerships through proactive communication and retention strategies.
- Improve systems of academic support, including systems to assess student math and literacy skills and track academic performance.
- Develop systems to support Academic Team.

APPLICATION INSTRUCTIONS

To apply, please e-mail a cover letter and resume to: Elise Huggins, PhD, Education Manager, at elise.huggins@pybpd.org. No paper resumes, phone calls, or visits please.

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 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.*

