



**POSITION ANNOUNCEMENT**  
**Portland YouthBuilders**  
**RECRUITMENT VISTA VOLUNTEER POSITION**

**POSITION SUMMARY**

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Portland YouthBuilders is a small alternative high school and career development program dedicated to serving low-income young people, ages 17-24, who want to transform their lives. PYB's focus is on helping students to complete high school and prepare for post-secondary education, obtain vocational skills, become critical thinkers and community leaders, develop viable career pathways, and succeed in placements in post-secondary education and/or employment in preparation for launching careers.

PYB is deeply committed to continuously working to make our organization a more equitable and just place for both students and staff. As it is written in our [equity statement](#): *At PYB, we believe that communities are strengthened when diversity is honored. We believe we have a responsibility to interrupt and confront inequity. At PYB, we commit to continuously reflect and challenge the ways in which we, as a community, and as individuals, perpetuate inequity. It is not only vital to our students' success but essential to our purpose.*

**PURPOSE AND SCOPE**

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The RECRUITMENT VISTA will work with the Admissions Coordinator and PYB's inter-departmental Outreach Committee in order to increase the number of applicants to PYB's program and community partnerships that support outreach efforts and service engagement. The Recruitment VISTA will deepen current partnerships and initiate new partnerships, develop communications materials and social media campaigns specially designed for recruitment, enhance recruitment database and systems, and develop and implement systems to equip program applicants with the technology hardware, connectivity, and skills they need to fully engage in remote programming.

The RECRUITMENT VISTA position is a full-time AmeriCorps VISTA volunteer position in PYB's Admissions Department. We are seeking a candidate that is inspired by our mission of helping young people transform their lives through learning and service. An interest and passion for social justice is a must. This VISTA position is a great professional learning opportunity for applicants who are looking to build skills and experience in looking to build skills and experience in outreach, partnership development, event management, and communications, among other non-profit skills sets.

VISTA is a national service program administered by the Corporation for National and Community Service (CNCS), and VISTA members must attend a Pre-Service Orientation (PSO) on the official start date with Portland YouthBuilders. Portland YouthBuilders anticipates the next trainings will be held in early November, early December and mid-January.

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

**COMPENSATION & BENEFITS:**

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Reports To:	PYB Admissions Coordinator
Schedule:	Twelve-month, full-time (40 hours per week)
Position Starts:	Flexible
Compensation:	AmeriCorps VISTA members receive a modest living allowance (\$17,589 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 \$6,345 Segal

AmeriCorps Education Award 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.

## SUMMARY OF BROAD AREAS OF RESPONSIBILITY

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### Collaborate with PYB's Outreach Committee to:

- Develop and Implement systems to equip program applicants with the technology hardware, connectivity, and skills required for successful engagement in remote programming
- Identify recruitment goals and set benchmarks
- Develop recruitment partnerships
- Create and design communication materials, including print materials and social media campaigns
- Plan and coordinate recruitment events
- Improve systems for data collection and reporting on partnership activities, including data entry FilemakerPro database

## QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE

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- GED or High School Diploma; Bachelor's Degree preferred
- Valid Driver's License and a good driving record (for the purposes of insurance coverage)
- Reliable transportation required; access to a car preferred
- Experience working in an office environment including the use of word processing, spreadsheet, and database software (Salesforce preferred)
- Strong attention to detail
- Experience with print and digital design
- Excellent written and verbal communication skills
- Some evening and weekend work may be required
- During the COVID pandemic, PYB has required periods of remote work. Though we are fully onsite as of September 2021, quarantine protocols or shifts in public health advisories may necessitate a shift back to remote programming. The VISTA member must have the capacity to serve from home using various digital tools (e.g. Zoom). If remote service is required, PYB will provide the technology needed to work from home.
- COVID vaccination is required except for allowable medical/religious exemptions
- AmeriCorps VISTA eligible
  - Ability to pass pre-employment criminal background check and drug testing
  - Must be a United States citizen or permanent resident

## APPLICATION INSTRUCTIONS

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To apply, please e-mail your cover letter and resume to Mary Hou [mary.hou@pybpd.org](mailto:mary.hou@pybpd.org). Please include "Application Recruitment VISTA" in the subject line. Applications will be reviewed as they are received, and applicants are strongly encouraged to apply early. Applications will be accepted until the position has been filled. **For more information**, visit our website at [www.pybpd.org](http://www.pybpd.org).

*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 \$1,500,000 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.*

