



PORTLANDYOUTHBUILDERS.

**ANNOUNCEMENT  
AMERICORPS EDUCATION SUPPORT SPECIALIST  
FULL-TIME STIPENDED VOLUNTEER POSITION  
POSITION TO START WINTER 2023**

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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. This position is a good opportunity for those considering going into the field of Education, particularly alternative education, and the person taking this role will receive mentorship from experienced teachers. The person in the position will also have the opportunity to learn how to proctor testing and coordinate volunteer tutors.

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.

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.

The ideal candidate will be committed to our mission and equity statement, and will be inspired by working with young people from diverse backgrounds as they transform their lives through learning and service.

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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 Education Support Specialist AmeriCorps member is responsible for assisting program teachers and staff in improving the math, language arts, and social science skills of program participants as these participants study to achieve a GED/HSD. The Education Support Specialist is not staff role, and thus does not provide supervision to YouthBuild AmeriCorps members. Instead, the AmeriCorps position provides an additional layer of leadership and support. Additionally, they assist by providing information and resources on best practices and/or by helping to develop the education portion of the YouthBuild program.

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**DUTIES**

- Provide individual guidance to students in math, language arts, and social science subjects
- Provide small group facilitation of classroom activities to support skill acquisition in math, language arts, and social science subjects

- Assist teachers with classroom preparation and associated activities
- Assist teachers with curriculum development
- Assist teachers with coordination of school-wide testing, including GED testing.
- Develop relationships with students to mentor them through academic goals and coach through academic struggles
- Coordinate tutoring systems and support volunteer tutors
- Organize the library/library resources
- Participate in Portland YouthBuilders, YouthBuild USA, and AmeriCorps training, service projects, and other activities, such as Community Meetings
- Assist with the planning and/or implementation of a project on a designated national day of service such as September 11th National Day of Service & Remembrance, Veterans Day, Martin Luther King, Jr. Day; Global Youth Service Day and AmeriCorps Week as well as other PYB-specific service days
- Promote service learning within the classroom

*This position has recurring access to vulnerable populations.*

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### 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. Must adhere to the policies related to the Drug free Workplace Act.

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### SKILLS AND ABILITIES REQUIRED

- Excellent written and interpersonal communication skills.
- Organized and ability to manage details efficiently and effectively.
- Computer proficient, including MS Word and Excel.
- Flexibility, patience, tolerance and willingness to learn new related skills.
- Experience in management and motivation of volunteers a plus.
- A basic understanding of Portland YouthBuilders (PYB) and commitment to the mission of the organization.
- Committed to the concept of national service and to making a difference in the community.

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### SUPERVISION

The Education Support Specialist AmeriCorps member reports to Zack Kerrissey, Education Director.

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### COMPENSATION & BENEFITS

Position Starts:	Winter 2023
Length of position:	12 months (must complete 1700 hours of service over 12 months)
Compensation:	AmeriCorps monthly living stipend of \$2,083; monthly bus pass; plus AmeriCorps Education Award of \$6,495 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.

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### APPLICATION INSTRUCTIONS

Please e-mail your *cover letter and resume* to Mary Hou, Contracts Manager, [mary.hou@pybpd.org](mailto:mary.hou@pybpd.org). Please include "Application for AmeriCorps Education Support Specialist" in the subject line. **Applications will be accepted until the position has been filled.** The preferred start date for the position is in **Winter 2023**, and 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 full-time volunteers 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 25% through a Federal award of \$1.5 million from the U.S. Department of Labor – ETA for the YouthBuild Program Initiative.*
- *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.*



**AmeriCorps**