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## Economic Empowerment AmeriCorps Member

### Description

**AmeriCorps Program:** **Project RISE** (Refugee and Immigrant Success through Education) is a collaborative AmeriCorps effort of New American Pathways that focuses on educational services to address the significant literacy gap in the DeKalb County refugee community, among both youth and their parents. In RISE, 17 full-time AmeriCorps members serving an 11-month service cycle will leverage an additional 200 community volunteers to support refugee and immigrant self-sufficiency by offering individualized direct service through education in core programs, including afterschool and summer academic programming, operating in multiple DeKalb County sites.

Seventeen full-time members will serve at the New American Pathways site. All member activities include a focus on education and literacy, with most site members serving half of their time in out-of-school tutoring and mentoring programs and half of their time delivering core program services in specific departments at their assigned locations. All full-time members will complete a minimum of 1700 hours from September 2021 to July 2022.

***Please read the [Project RISE Information Packet](#) carefully before completing the application. Submit your completed application; a cover letter that details your interest in the program, an updated resume. Please include two additional positions you are interested in as part of your cover letter. Incomplete applications will not be considered.***

### Service Summary: Economic Empowerment AmeriCorps Member

The member will serve in the Match Grant program and is responsible for coordinating employment based workshops and assisting clients toward the goal of self-sufficiency. Additionally, the member will serve as a tutor in New American Pathways-supported afterschool and summer programs. The member will have recurring access to vulnerable populations.

### Responsibilities

- Plan and facilitate employment readiness workshops, including basic and extended employment workshops, and financial literacy workshops
- Provide one-on-one employment and Match Grant services to clients.
- Provide assistance to clients so that they can obtain their Georgia ID.
- Provide financial literacy education, including information on filing tax returns and tax fraud.
- Provide support to the Matching Grant program and assists in maintaining programmatic compliance.
- Assist Instructors in classroom supervision, mild student behavior correction, and occasionally leading/co-leading after school lessons/activities for K-5th students
- Submit monthly reports measuring progress toward Project RISE goals.

### Industry

Match Grant

### Employment Type

Full Time

### Beginning of employment

September 1, 2021

### Working Hours

40 hours a week

- Attend trainings, events and meetings for the AmeriCorps Program, occasionally outside of regular service hours.
- Additionally, Project RISE members will periodically have the opportunity to learn about and serve in different departments within the agency. This will allow for a more extensive understanding of services extended to refugees, as well as enable members to develop a range of skills based in the environs of Volunteer Management, Refugee Education and Self-Sufficiency.

Please Note: Members will be reimbursed for the service related mileage.

## **Qualifications Required**

- Sensitivity to people of all cultures, ethnicities, and religious backgrounds.
- Ability to solve problems and develop effective solutions, especially collaboratively.
- Aptitude for building relationships and making interpersonal connections.
- Comfort speaking in front of groups and presenting information clearly and logically.
- Computer competency in MS Windows, MS Word, MS Excel, PowerPoint and the internet.
- Excellence in writing and oral communication.
- Valid driver's license and access to a reliable vehicle.
- Must be a U.S. Citizen or Permanent Resident

## **Preferred**

- Bachelor's Degree or higher.
- Teaching and tutoring experience.
- Experience or background in Information Technology with good knowledge in online tools, computer skills and financial literacy.
- Good customer service with experience in professional development – editing resumes and cover letters, familiarity with LinkedIn, interview coaching, etc.
- Fluency in one or more of the languages spoken by refugee clients.

## **Job Benefits**

**Schedule: Monday to Friday, 8 hours, approximately 9:30am to 5:30pm**

*Some service hours during weeknights and weekends required. Schedule may vary slightly dependent on afterschool program schedule.*

*New American Pathways is an Equal Opportunity Employer. An official offer of the position is dependent on approval of grant funding by the Georgia Commission and the Corporation for National and Community Service. Afterschool schedules are dependent on programmatic funding and are subject to change.*