



<https://newamericanpathways.org/employment-and-internships/community-resource-ameri-corps-member-2/>

Community Outreach AmeriCorps Member

Description

Schedule: Monday to Friday, 8 hours, approximately 10:30am to 6:30pm Some weekends. Schedule may vary slightly dependent on afterschool program schedule.

AmeriCorps Program:

Project RISE (Refugee and Immigrant Success through Education) is an AmeriCorps effort 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, 14 full-time AmeriCorps members serving an 11-month service cycle will leverage an additional 300 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.

All member activities include a focus on education and literacy, with members serving half of their time in out-of-school tutoring and mentoring programs at their assigned locations and half of their time delivering core program services in specific departments. All full-time members will complete a minimum of 1700 hours from September 2024 to July 2025.

Service Summary: Community Outreach Member:

The Community Outreach AmeriCorps member organizes activities and events to educate the community about refugee issues and raise community awareness about New American Pathways programs. The member will coordinate all aspects of the agency's volunteer programs, our alternative break trip program, and internship program. The member will have recurring access to vulnerable populations.

Responsibilities

General Responsibilities:

- Support and manage a cost effective and efficient Community Outreach model to build new partnerships and promote volunteer engagement.
- Increase organizational presence by participating in community events, outreach fairs at school and colleges and other events.
- Network to cultivate and nurture beneficial faith based/community, business, and agency relationships to keep supporters engaged.
- Help recruit, onboard, and coordinate volunteers to meet the agency's internal needs.
- Coordinate the Alternative Break Program by onboarding, facilitating, and engaging with alternative break groups.
- Support planning and organizing of volunteer events, curated experiences, donation drives and special events.
- Serve as support for and at times lead volunteer orientations including some weekends.

AmeriCorp Member

Full-time

Beginning of employment

September 2024

Duration of employment

11 months

- Facilitate a volunteer and intern appreciation program.
- Coordinate recruitment, interview, and placement process for Fall, Spring, and Summer internships.
- Share success stories about community engagement events internally and externally.
- Attend training, events and meetings for the AmeriCorps Program, occasionally outside of regular service hours.
- Work on special projects for Service and Volunteerism team and other duties as assigned.
- Assist Instructors in classroom supervision, mild student behavior correction, and occasionally leading/co-leading after school lessons/activities for 6th-8th grade students.
- Submit monthly reports measuring progress toward Project RISE goals.
- 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
- Strong communication and interpersonal skills.
- Organizational/time management skills, ability to prioritize with attention to detail
- Flexible and able to problem solve
- Proficient in Microsoft Office Suite
- Ability to be an active member of a team in a diverse, multicultural environment
- Willingness to serve on weekends or whenever needed
- 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
- Understanding of CRM or Salesforce
- Experience with non-profit development, event coordination and community relations.
- Excellent written communication skills and experience with non-profit communications.
- Experience with volunteer management, recruitment, and public speaking

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.