

JOB DESCRIPTION



POSITION TITLE AMERICORPS VISTA
DEPARTMENT/SITE CORPSMEMBER DEVELOPMENT/NELA
REPORTS TO PROGRAM MANAGER
FLSA STATUS FULL-TIME/NON-EXEMPT
RECRUITMENT FOCUS INTERNAL & EXTERNAL APPLICANTS
POSTING DATE: 8/1/18 INTERNAL CLOSING: OPEN UNTIL FILLED EXTERNAL CLOSING: OPEN UNTIL FILLED

ORGANIZATION SUMMARY

The LA Conservation Corps (“the Corps”) is a private, non-profit organization that has helped at-risk young adults develop themselves since 1986. To date, more than 20,000 young people have participated in the Corps classes and service projects, learning new skills while contributing to the quality of life for residents of the greater Los Angeles area.

MISSION

The primary mission of the LA Conservation Corps is to provide at-risk young adults with opportunities for success through job skills training, education and work experience with an emphasis on conservation and service projects that benefit the community.

POSITION SUMMARY

Reporting to the Program Manager, this AmeriCorps VISTA position will provide programmatic support to the Corpsmember Development to plan and implement new initiatives that focus on the Corps’ alumni population. The VISTA member will create programs, systems, and relationships to increase communication and engagement with Corps graduates. This position will update alumni contact information through the Corpsmember database, develop, and implement an alumni outreach strategy, design and create communication materials, plan and coordinate events, establish alumni clubs, create partnerships, seek funding to support alumni activities, or lead other projects to increase engagement with Corps alumni.

ESSENTIAL FUNCTIONS

- Research alumni programs and engagement best practices for similar agencies.
- Develop methods to contact alumni from various years past, both recent and older alumni, and include their information either in Exponent Case Management (ECM) database, or Google drive
- Create a manual for alumni engagement practices at the Corps
- Implement an alumni outreach strategy
- Attend internal Corps staff meetings and interview both staff and Corpsmembers to discern optimal methodologies in creating a plan/strategy
- Design and create communication materials
- Plan at least one alumni focused event with opportunities for ongoing alumni meetings
- Understand Corpsmember Development contracts and incorporate alumni outreach strategies to conduct thorough follow-up
- Develop a tracking system and survey to obtain Corps alumni job and wage information

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MINIMUM REQUIREMENTS/QUALIFICATIONS

- High level of interpersonal skills, integrity and the ability to keep information confidential.
- Demonstrate excellent communication and presentation skills (verbal and written); characterized by actively listening and ensuring respectful two-way communication.
- Demonstrate sensitivity, understanding, and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds.
- Demonstrate strong time management skills and a high level of attention to detail.
- Demonstrate a high level of accountability, responsibility, discretion, and dependability.
- Demonstrate teamwork through cooperation and collaboration with others.
- Demonstrate a positive attitude, self-discipline and self-awareness.
- Demonstrate excellent analytical skills; characterized by identifying, assimilating and comprehending the critical elements of various situations, and extracting and interpreting the implications of courses of action.
- Ability to prepare concise, logical and grammatically correct documents, reports, and presentations.
- Ability to accept, direct and perform responsibilities and assigned tasks as a project team member in support of the overall project.
- Ability to explain policies, procedures, directions and represent the Corps' philosophy and values to a wide range of audiences including Corpsmembers, programmatic staff, management and the public.
- Ability to structure tasks, establish priorities and set goals.
- Ability to effectively perform the physical requirements of the job, as well as train others.
- Ability to balance competing priorities and multiple stakeholders.
- Ability to work independently.
- Intermediate level of computer skills (Microsoft Office environment) including Excel, Word, PowerPoint, and Internet research.
- Uses good judgment, evaluates alternatives in the achievement of quality outcomes.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited institution preferred.
- A minimum of one (1) year of relevant experience.

OTHER DUTIES AND REQUIREMENTS

- Must apply to and be accepted into the YouthBuild USA AmeriCorps VISTA program. Must attend AmeriCorps Orientation. Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility).
- Pass a post-offer Live Scan (fingerprint/background clearance-Department of Justice) before commencing employment.
- If a private vehicle is utilized for company purposes validation of a California Class C Driver's License, validation of driving record and approval of commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California.

SALARY AND BENEFITS

- Monthly living allowance to be provided by YouthBuild USA AmeriCorps. Accommodations will be made to attend YouthBuild and AmeriCorps trainings and events.

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EXTERNAL APPLICATION PROCEDURE

Email cover letter and resume to jobs@lacorps.org. The Los Angeles Conservation Corps only employs individuals who are lawfully authorized to work in the United States.

You will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements. Applicants who need reasonable accommodations to apply or interview for this position must notify Human Resources at least four (4) business days before the closing date of the position or, if applicable, at the time an interview is scheduled.

AA/EEO STATEMENT

It is the policy of LA Conservation Corps to seek and employ qualified workforce at all locations, job sites, and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination.

LA Conservation Corps
Equal Opportunity Employer
www.lacorps.org