



Campus Compact of Oregon Connect2Complete AmeriCorps Member Position Description

Position Title: Pre-College Youth Programs Specialist
Hours of Service: 9am-5pm M-F (*At least 1,700 hours over the 10.5 month term of service*)
Position Duration: October 2, 2023-August 31, 2024
Placement Site: Pacific University
Department: College of Arts & Sciences
Website: <https://www.pacificu.edu/>

Summary of Position: The Pre-College Youth Programs Specialist AmeriCorps member will serve Pacific University and the surrounding communities of Washington County, Oregon by developing and implementing academic summer programs for local youth. The C2C Pre-College Youth Programs AmeriCorps member will work with schools, families, youth, community partners and Pacific students, faculty, and staff to assess community assets and needs related to pre-college school year and summer opportunities for student support using a racial equity lens. They will help design and implement a pilot program for pre-college academic enrichment activities at Pacific University accessible to youth from historically marginalized backgrounds. The goal of the project is to develop and improve opportunities for K-12 local youth to learn and engage with Pacific, so that students from backgrounds that have been historically marginalized and potential first generation college students can reach their educational goals.

Responsibilities and Related Tasks:

- Research best practices in K-12 student success and pre-college youth programs.
- Assess the needs and interests of K-12 local youth and use the information to inform the development of program goals and objectives.
- Communicate with K-12 schools, partners, families, and Pacific students via email and phone.
- Identify opportunities for assessment and establish data tracking procedures.
- Support instructional activities related to student success and engagement strategies
- Collaborate with Pacific University faculty and staff, as well as community partners to explore and design pre-college youth programming.
- Develop communication materials and an outreach strategy to reach potential students.
- Establish program mission, values, and procedures to support effective youth engagement
- Assist with implementation of a pilot academic outreach program for local youth.
- Envision pre-college youth programming goals over the next few years, to expand Pacific's engagement with the local community beyond a pilot outreach program

Campus Compact of Oregon AmeriCorps Member Responsibilities:

- Attend all Campus Compact of Oregon required trainings and events, including orientation, monthly webinars, in-service trainings, graduation, regional cohort meetings and others
- Complete and submit all Campus Compact of Oregon required progress reports, timesheets, and other paperwork

Required Qualifications:

- 18 years and older



- High school diploma/GED or equivalent
- A U.S. Citizen, U.S. national, or lawful permanent resident
- Ability to pass a criminal history background check
- Demonstrates a commitment to or willingness to explore issues of racial justice and equity
- Intercultural skills to work effectively across race, class, gender and other dimensions of positional identity
- Strong organization, problem-solving and written and oral communication skills
- Basic office computer skills, including word processing
- Strong initiative; self-starter
- Ability to creatively problem solve
- Enthusiasm for helping others succeed
- Willingness to engage in conversations about racial justice, equity, and racism
- Bilingual, English/Spanish

Preferred Qualifications:

- Project and/or event coordination experience
- Proficient in all Microsoft Office software
- Experience conducting and utilizing research (e.g. interviews, focus groups, surveys)
- Demonstrated commitment to working with diverse students and community partners
- Bilingual English/Spanish

AmeriCorps Benefits

- Living stipend of \$30,600 (*pre-taxed, distributed bimonthly over 10.5 months*)
- Education Award of \$6,495.00 upon successful completion of service
- Loan forbearance or interest accrual on qualified student loans
- Basic health care plan (*if not eligible for OHP or alternate insurance*)
- Training and professional development opportunities
- Access to an extensive network of AmeriCorps Alums

Site Benefits

- \$500 professional development funding
- \$100 monthly stipend for a personal living expense such as a campus meal plan
- Tuition waiver for a class in the College of Arts & Sciences
- Access to athletic facilities and university library (free), and campus cultural events
- Free parking and reimbursement for mileage or use of motor pool vehicle for project-related travel

For any questions regarding the C2C AmeriCorps program or position, please contact the C2C Program Director, Rosa García-Moreno, rosa@oregoncampuscompact.org