

**Campus Compact of Oregon**

**College Access Corps Coordinator Position Description**

**Position Title:** College Access Corps Program Leader (2 Positions)

**Host Site Name:** Campus Compact of Oregon

**Location:** Portland, OR

**Hours of Service:** 9am-5pm M-F with some evening and weekend hours (At least 1,700 hours over the 10.5 month term of service)

**Position Duration:** August 2019 - June 2020

**Years of Project:** Third Year

**Summary of Position:** The College Access Corps (CAC) Leader will serve within the office of Campus Compact of Oregon for the 2018-2019 program year. The CAC Leader will support the team of College Access Corps AmeriCorps members placed at universities, community colleges, non-profits, and K12 schools throughout the state of Oregon. The CAC Leader will work closely with the CAC Program Manager and assist in training and coaching CAC members to ensure that members have the requisite skills and guidance to be successful at their sites. The CAC Leader will continue to support and collaborate with other Program Leaders to create cross-program resources and trainings. The CAC Leader must complete 1,700 hours of service within the 10.5 hours of enrollment in the CAC Program. They will also recruit volunteers for 2 Days of National Service.

**Responsibilities and Related Tasks:**

* Support CAC Members across state
* Create and maintain paperwork for the CAC program
* Assist in recruiting, enrolling, and orientating CAC members
* Track, document, and collect timesheets, reports, and paperwork from CAC members and partners
* Plan, research, and implement professional development trainings and reflection opportunities for the CAC team
* Co-plan and facilitate regular webinars, in-service trainings and other events as necessary with other AmeriCorps Leaders and Campus Compact staff
* Foster a strong support system, team building, and effective communication with CAC members through ongoing and regular contact via email, phone, and in-person team meetings, social opportunities, and events
* Connect and refer members to resources for project improvement and implementation
* Conduct member check-ins on a regular basis
* Participate and assist in the evaluation of program site visits
* Provide support in site recruitment and outreach
* Strategize and help implement program areas of improvement
* Promote CAC program impacts to internal and external stakeholders
* Collaborate with other Program Leaders internally
* Engage in personal reflection

**Campus Compact of Oregon AmeriCorps Member Responsibilities:**

* Attend all Campus Compact of Oregon required trainings and events
* Complete and submit all Campus Compact of Oregon required progress reports, timesheets, and other paperwork
* Attend Campus Compact of Oregon trainings and events for CAC AmeriCorps members (pre-service orientation, mid-year training, etc.)
* Read *Critical Mentoring: A Practical Guide* by Torie Weiston-Serdan (will be provided on loan by Campus Compact of Oregon) and be prepared to facilitate regular conversations that reflect on the text in relation to our work across sites

**Required Qualifications:**

* Be a citizen, national, or lawful permanent resident alien of the United States
* Be 21 or older
* Have an Associate’s degree (AA)
* Agree to a National Service Criminal History Check and not have a sexual offense or murder conviction (other offenses may also prohibit participation, but will be determined on a case by case basis)
* Commit to serving 1700 hours (no more than 20% of aggregate time can be spent on training/professional development and no more than 10% on fundraising)
* Ability to work well with people of diverse backgrounds
* Strong organization, problem-solving and written and oral communication skills
* Basic office computer skills, including word processing
* Program management (marketing, event planning, training, volunteer management) experience
* Strong initiative, self-starter, and enthusiasm for helping others succeed
* Committed to promoting educational equity and inclusivity

**Preferred Qualifications:**

* Event coordination and project management experience
* Proficient in all Microsoft Office software and Google Suite
* Strong initiative/self-starter
* Open to feedback and assistance and willing to provide feedback
* Enthusiasm for helping others succeed
* Ability to think critically about race relations, equity frameworks, and social systems in the U.S.
* Experience applying an equity lens
* Mentoring/coaching experience

**College Access Corps Member Benefits:**

* Pre-tax living allowance of at least $16,209 (distributed over 11 months)
* Loan forbearance and interest accrual reimbursement on qualifying loans
* Basic health care plan (if needed)
* Education Award of $6,095 upon successful completion of the program
* Child care assistance for qualifying members
* Members will be given a mid-year and end of year member evaluation from their program supervisor
* Networking, training, and professional development opportunities
* A chance to make a difference in your community and schools!

**Host Site Benefits:**

* Access to $150 professional development fund
* $400 monthly housing assistance
* Mileage reimbursement for work-related travel and/or Trimet bus pass