



Campus Compact of Oregon Connect2Complete AmeriCorps Member Position Description

Position Title: Connect2Complete (C2C) Academic Engagement Specialist
Dates of Service: ASAP to June 30, 2019
Hours of Service: Full-time (35-40hrs/week); 900 hours total
Placement Site: Cesar Chavez School (K-8), 5103 N. Willis Blvd, Portland, OR

Summary of Position: The C2C AmeriCorps Member (also referred to as Academic Engagement Specialist) will serve at Cesar Chavez School for the 2018-2019 program year. The primary function will be to engage students in academic interventions through the roles of mentorship and project coordinator to increase attendance and student engagement. C2C AmeriCorps Members will report to Campus Compact of Oregon's AmeriCorps Program Manager and placement site supervisors. All members must complete 900 hours of service within 6 months of enrollment in the C2C program.

Major Responsibilities and Related Tasks:

- Foster healthy relationships w/ students and families
- Assist in cultivating school/community partnerships
- Develop/improve capacity for sustainable attendance and engagement practices
- Deepen family relationships w/ schools
- Create at least two service opportunities for students, parents and volunteers
- Refer students to resources for barriers that prevent them in engaging with school
- Administer program assessment
- Report on student attendance and engagement
- Promote program impacts to internal and external stakeholders
- Engage in personal reflection

Campus Compact of Oregon AmeriCorps Responsibilities:

- Complete 900 hours of service (by June 30, 2019)
- Complete all Campus Compact of Oregon required progress reports, timesheets and other paperwork
- Attend all Campus Compact of Oregon and Connect2Complete AmeriCorps trainings
 - Pre-Service Orientation (PSO),
 - Monthly cohort trainings TBD,
 - Campus Compact trainings: Jan 18, and June TBD,
 - And National Service Days, Life After AmeriCorps
- Facilitate at least one training
- Create and implement two service projects



Required Qualifications:

- 18 years and older
- U.S. Citizen, U.S. National or lawful permanent resident
- Ability to pass a criminal history background check
- Ability to work well with people of diverse backgrounds
- Strong organization, written and oral communication skills
- Basic office computer skills, including Word processing
- Strong initiative, self-starter and self-advocacy skills
- Enthusiasm for helping others succeed
- Willingness/openness to learn about and discuss racial equity and social justice issues

Preferred Qualifications:

- AA or BA/BS degree
- Speaks Spanish
- Academic knowledge of critical theory and race relations in the United States
- Experience applying an equity lens
- Program management (marketing, event planning, training, volunteer management) experience

Connect2Complete AmeriCorps Member Benefits:

- A pre-tax living stipend of ~\$650 each pay period, dispersed twice monthly
- A taxed [education award](#) of \$3,047.50 pending successful completion of service
- Loan forbearance and interest accrual payment on qualified student loans
- [Childcare \(if eligible and available\)](#)
- Access to extensive network of AmeriCorps alums, education and non-profit professionals
- Ongoing training and professional development opportunities

Site Specific Benefits:

- Access to \$150 professional development fund
- Mileage reimbursement for work-related travel

For more information, contact:

serve@oregoncampuscompact.org

[Complete the interest form](#)

or

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503.406.3573

Program Manager, Connect2Complete