



College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



Position Announcement

Full Time

Limited Duration Employee (1 year, with possibility of extension depending on funding)

Title: College Access Corps Program Manager

Supervisor: Campus Compact of Oregon Executive Director

Mission: Campus Compact of Oregon convenes and supports the work of educational institutions individually and collectively to improve their practice around institutional equity, collaborative learning, and community engagement to respond effectively to a racially diverse and changing Oregon.

Purpose: The College Access Corps Program Manager manages all elements of the AmeriCorps College Access Program including the planning, implementation, and evaluation of the program in partnership with our campus & community partners. Campus Compact of Oregon is committed to developing equitable community-engaged programming that increases educational access and success for students from low-income backgrounds and communities of color.

Environment: Campus Compact is a small nonprofit located in downtown Portland. Bike parking, easy access to public transportation, showers, an open concept office and a commitment to work/life balance and equity make this a great place to work. Campus Compact is currently engaged in an “equity roadmap” process to deepen our commitment and practice of equity in the areas of shared governance, compensation, consulting, policies and procedures, budget, and programming. The incumbent in this position would have to have a passion for equity and a willingness to critique and help transform all our internal systems.

Accessibility: Campus Compact’s office is located on most major bus lines and one block from all MAX lines. There are 3 elevators to access the 12th floor office. Most staff use standing desks but there is also a shared conference table and two couches where staff can work. Campus Compact would purchase accessible furniture to meet the needs of the most qualified candidate. The office is not currently scent-free but could move towards that to accommodate an employee with chemical sensitivities. Staff are able to work remotely on an as needed basis.

Position responsibilities:*College Access Corps Program Coordination (80%)*

- Lead, coach, and provide technical assistance to a team of 18 AmeriCorps members across the State of Oregon to achieve service performance and develop as leaders.
- Maintain rigorous oversight for all AmeriCorps compliance requirements related to our national service program, including background check processes, enrollment, exit timekeeping practices, quality assurance and careful monitoring against CNCS Prohibited Activities;
- Conduct site visits to campuses & community partners throughout the year;
- Support campuses & community partners throughout the member recruitment and placement process;
- Provide technical assistance to campus supervisors, including training and support in the management of AmeriCorps members.
- Assist in developing training plan to enhance AmeriCorps member service and increase professional development and leadership skills. This will include three, three-day overnight in-service trainings in September, December, and May;
- Act as liaison with Washington Campus Compact, the grant holder for College Access Corps and has lead responsibility for all grant reports and documentation.
- Collaborate with other AmeriCorps Program Managers to create equity trainings and engagements for all AmeriCorps supervisors;
- Supervise the College Access Corps Program Leaders, the in-office AmeriCorps member tasked with supporting all other CAC members in service throughout Oregon.

Campus Compact of Oregon Shared Efforts (20%)

- Provide equity facilitation and support for Compact members and community partners
- Engage in staff meetings, retreats, and organizational planning.
- Assist with collaborative review of agency grant applications and other fundraising efforts (Give!Guide, annual fundraiser, events, etc);
- Engage in mindfulness practices, self-care, and racial healing efforts to support personal and organizational transformation.

Desired knowledge/skills

- Combination of life experience and education on issues of racial justice and equity especially as it relates to education both K12 and higher education;
- Ability to support and train members across racial, cultural, class, and gender differences;
- Experience with AmeriCorps or national service programs is desired;
- Knowledge and/or experience with higher education/community partnerships;
- Program coordination and management;
- Previous knowledge and utilization of critical race theory in professional settings
- Event planning, training/adult education, media/public relations;
- Excellent organizational and communication skills;
- Valid Driver's License required.

Education Requirements

Associates Degree or higher required with 1-3 years of project management experience.

Compensation

The starting annual salary rate for this position will be between \$40,000-\$50,000, dependent upon qualifications and experience with a competitive benefits package.

Campus Compact offers a competitive benefits package including 100% of the premium for health, dental, vision, mental health, alternative care, short-term and long-term disability (employee pays copays and deductible). Campus Compact also contributes 3% of the employee's salary into a retirement 401K for all employees who participate; provides an annual Trimet pass, and offers 9 weeks of paid time off. This position requires travel out of state, as well as in state.

Relationship With Others

Employees have regular contact with the public, in person, via email, and by telephone, to promote awareness of and interest in AmeriCorps and to persuade the public to take an active part as AmeriCorps Members or as participating sites. Employee will have occasional contact in person, via email, and by telephone with members of the media or legislature to promote awareness of a program, project, or event. All employees must show the highest commitment to modeling anti-racist interactions with our staff, AmeriCorps members, and partners.

Supervision Received

Employees receive general supervision from the Executive Director who reviews the work through daily informal personal contact and/or weekly or monthly meetings and conferences. Work is reviewed to assess progress and conformance to program goals and objectives. Work is also reviewed through written narrative reports and observation of written program documents to determine effectiveness and conformance to agency/program procedures. Employees use agency policies and procedures, State and Federal rules and regulations, and program procedural manuals as guidelines in providing program services and dealing with the public.

Other Requirements

Valid driver's license required. Out of state applicants, if chosen must obtain an Oregon's driver's license within 3 months. Job offer contingent on passing criminal background check.

Application Instructions

- Send your resume and your response to the applicant Q & A to careers@oregoncampuscompact.org by June 3rd. No cover letter is requested.
- There will be two rounds of interviews held mid-June - mid-July
- Start dates are flexible after August 15th