

Campus Compact of Oregon AmeriCorps VISTA Member Position Description

Position Title: Volunteer and Resource Coordinator
Host Site Name: Ethiopian and Eritrean Cultural and Resource Center (EECRC)
Department: Education
Location: 1427-1515 SE 122nd Ave #1441 H Portland, OR 97233
Website: www.eecrc.org

Summary of Position and Project Goal:

The goal of the VISTA project is to create systems that will make it easier and more efficient to provide services to members of the Ethiopian & Eritrean community. Our organization helps a wide range of demographics including elders, women, and children, many who have come as refugees or asylees. With their transition to the United States, many require assistance to navigate different systems of housing, healthcare, and education. Our organization helps them with these services by filling applications, researching programs, providing funds, and so forth. Thus, the VISTA assigned to the resource coordinator position will be in charge of finding and managing resources, programs, and services that will assist community members. The goal of the project is to create better efficiency so that a larger number of community members will be helped and informed.

Essential Responsibilities/Activities:

The VISTA assigned will be in charge of coordinating and organizing systems to create more efficiency in the workflow and processes by which EECRC provides direct services to members of the Ethiopian & Eritrean community so that a greater number of people are reached.

1. Managing community assistance related resources and programs.
 - a. Researching community-based funding and assistance opportunities.
 - b. Redirecting external resources and assistance/fund opportunities towards different departments within the organization.
 - c. Cataloging and archiving files for housing, health insurance, and other related application documents.
 - d. Informing employees and other volunteers of new resources, funding, and assistance opportunities to be used to help community members.
 - e. Creating and maintaining a system to track applications and assistance/funding related documents and assistance provided to community members.
2. Organize and manage workflow, schedules, and programs.
 - a. Creating a scheduling system for employees to assist community members seeking help with documents such as applications, bills, and other paperwork.
 - b. Establish a workflow and system with employees and volunteers using software and team communication applications.
 - c. Leading and hosting workshops for community members to train them on how to independently navigate processes such as paying bills and filling applications.
 - d. Creating and maintaining reports to track progress between employees and community members assisted and accomplished objectives.
3. Researching and staying up to date on various county and city programs, procedures, and community-based organization guidelines.
 - a. Attending training and information sessions hosted by the city, county, or state to stay informed on resources, guidelines, policies, and practices.

- b. Communicating with various leaders and community workers to learn about additional resource opportunities, get referrals, and gain knowledge-building exposure.
4. Assigning various roles to different individuals and volunteers.
 - a. Recruiting guest volunteers, mentors, speakers, and other special guests for activities such as workshops.
 - b. Managing and tracking hours, schedules, and times for volunteers, mentors, tutors, and other personnel.
 - c. Assigning and instructing different volunteers and mentors to lead and organize educational/informational workshops.
 - d. Handling and receiving communication from individuals who want to volunteer and become tutors as well as youth who want to enroll in the program.

AmeriCorps VISTA Member Responsibilities:

- Attend all Campus Compact of Oregon AmeriCorps VISTA required trainings and events.
- Complete and submit all Campus Compact of Oregon AmeriCorps VISTA required progress reports, timesheets, and other paperwork.

Required Qualifications:

- 18 years and older
- Must have at least an Associates Degree or equivalent credits
- Demonstrate a commitment to or willingness to explore issues of racial justice and equity
- A U.S. citizen, U.S. national, or lawful permanent resident
- Able to serve full-time for 365 days
- Ability to pass a criminal history background check

Preferred Qualifications:

- A bachelor's degree or in process of receiving earning a degree
- Technological skills
- Problem solving skills
- Communication skills

AmeriCorps VISTA Member Benefits:

- A living allowance of \$791.70 bi-weekly (for VISTAs serving in Clackamas, Columbia, Multnomah, Washington, and Yamhill counties)
- A living allowance of \$675.08 bi-weekly (for VISTAs serving in any other county of Oregon)
- An education award of \$6,495 or cash stipend of \$1,800 upon successful completion of service
- Relocation allowance of \$750 and mileage - based reimbursement if moving more than 50 miles to serve
- Health benefits
- Loan forbearance and interest accrual payment on qualified student loans
- Child care (if eligible)
- Training and professional development opportunities
- Access to an extensive network of AmeriCorps Alums
- Federal jobs non-competitive eligibility for one year after service