



Position Announcement
Full Time

- Title:** Equitable Pathways AmeriCorps 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 Equitable Pathways Program Manager leads all elements of the Connect2Complete AmeriCorps 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. This program specifically works with K12 schools to increase attendance and community colleges to implement [guided pathways](#). Guided Pathways is an institutional reform model for community colleges focused on ensuring students have all the support and information they need to choose a career and take the appropriate courses to achieve a degree or certificate.
- 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:*Connect2Complete Equitable Pathways AmeriCorps Program Coordination (80%)*

- Lead, coach, and provide technical assistance to a team of 25 AmeriCorps members across the State of Oregon to achieve service performance goals and develop them as leaders, including providing or procuring training on the community college [Guided Pathways model](#);
- Maintain rigorous oversight for all AmeriCorps compliance requirements related to our national service program, including background check processes; enrollment and exit procedures; timekeeping practices; quality assurance; and careful monitoring against CNCS Prohibited Activities;
- Conduct site visits to campuses & community partners throughout the year;
- Lead host site partners throughout the member recruitment and placement process, providing timely screening and forwarding of candidates to host sites and ensuring members are placed;
- Provide technical assistance to campus supervisors, including training and support in the management of AmeriCorps members as well as how to apply an equity lens to their efforts;
- Assist in developing training plan to enhance AmeriCorps member service and increase professional development and leadership skills. This will include one, five-day overnight in-service training in September and two, three-day overnight in-service trainings in December and May;
- Act as liaison with OregonVolunteers!, the funder for Connect2Complete;
- Support, supervise, and collaborate with the Connect2Complete Program Leaders, the in-office AmeriCorps members tasked with supporting all other C2C members;
- Collaborate with other AmeriCorps Program Managers to create equity trainings and engagements for all AmeriCorps supervisors;
- Work with the Executive Director to track and manage expenses and produce budget reports;
- Special Project: Recruit, train, and support 25 summer part-time members serving on community college campuses to ensure high school seniors accepted to the college are enrolled and show up for class in fall term.

Campus Compact of Oregon Shared Efforts (20%)

- Provide equity facilitation and support for Compact members and community partners;
- Collaborate with other AmeriCorps Program Managers to create engagements
- 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:

- 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;
- Experience applying an equity lens to programs, policies, and practices especially in a rural context is highly desired;
- Working understanding of [Guided Pathways](#) as a model to transform community colleges;
- Program coordination and management;
- Event planning, training/adult education, media/public relations;
- Excellent organizational and communication skills;

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.

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 will be asked to 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