

Campus Compact of Oregon
AmeriCorps VISTA Member Position Description

Host Site Name: Oregon TRIO Association (OTA)
Department: Development & Communications
Location: 1651 Lexington Ave., Astoria, OR 97103
Website: www.oregontrio.org
Position Title: Event Coordinator
Work Location: Virtual

Summary of Position and Project Goal:

As a VISTA, you will help provide opportunities for low-income and first-generation students across Oregon and remove barriers that prevent them from improving their lives through education. TRIO programs believe in providing resources for marginalized people who have historically been unable to pursue access to post-secondary education. The primary functions of this position include planning and developing events for our students and TRIO professionals. As a VISTA, you will serve our communities through indirect service. The programs and processes you develop will directly impact our communities and build our capacity to impact the lives of TRIO students.

Applicants should have a four-year degree in any discipline with significant emphasis on business or communications, OR four years of relevant work experience or a combination thereof. The ideal applicant works well with diverse, multilingual communities, is detail-oriented, and has a strong understanding of systemic oppression and social justice issues. In addition, the applicant should have experience with fundraising, communications, and development work.

Essential Responsibilities/Activities:

- Assist with any state-wide student events seeking to provide opportunities for TRIO students.
- Assist with any state-wide events seeking to provide professional development opportunities for TRIO professionals.
- Create and lead documentation efforts to promote sustainability in future OTA event planning.
- Assist with community partnerships to create opportunities for innovative programming at OTA events.

Marginal Responsibilities:

- Attend organizational committee meetings when topics pertain to essential responsibilities.
- Donor support/communications
- Assist with grant writing

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, or DACA recipient
- Able to serve full-time for one full calendar year
- Ability to pass a criminal history background check

Site-Specific Requirements::

- Must be capable of serving remotely
- Must have reliable access to the internet . Must be able to serve 8 hours a day on a computer

Preferred Qualifications:

- Event coordination experience
- Proficient in Google Docs
- Be representative of the populations of students we work with (low-income and first-generation college student)
- Experience in independent, project based work

AmeriCorps VISTA Member Benefits:

- A living allowance of \$674.66 bi-weekly for 1 full year of service (for VISTAs serving in Clackamas,
- Columbia, Multnomah, Washington, and Yamhill counties) . A living allowance of \$575.40 bi-weekly for 1 (for VISTAS serving in any other county of Oregon,
- **Astoria is located in Clatsop County)**
- An education award of \$6,354 or cash stipend of \$1,800 upon successful completion of service
- Relocation allowance of \$550 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

Site-Specific Benefits:

- Access to a laptop (Vista can help select based on needs) for the term . Home internet stipend (OTA agrees to cover up to \$70 per month)
- Paid attendance and travel to state and national TRIO conferences (OTA & COE)
- Home office supplies provided as needed