

Campus Compact of Oregon AmeriCorps VISTA Member Position Description

Host Site Name: Portland Refugee Support Group
Department: Volunteer Programs
Location: Portland, OR
Website: www.pdxrsg.org
Position Title: Volunteer Coordinator

Summary of Position and Project Goal:

PRSG's VISTA member will develop a framework to enhance the capacity of the organization's volunteer programs to reflect a more geographically and demographically diverse volunteer base, track and monitor the effectiveness of volunteer engagements, and design opportunities for increased community engagement. The VISTA project will provide PRSG with a strong foundation to increase the visibility of programs and services for refugees while communicating successes and areas for growth and improvement to staff.

Essential Responsibilities/Activities:

- Conduct outreach and community engagement to build a more diverse volunteer network
- Design systems to track, monitor and evaluate the effectiveness of volunteer activities
- Build relationships with PRSG staff to improve the integration of volunteers into daily work
- Engage in continuous improvement cycles aimed at increasing the visibility of PRSG's work in the community

Marginal Responsibilities:

- Assist in the implementation of Mobility Mentoring programs through volunteer training
- Co-coordinate volunteer appreciation and engagement events with staff
- Represent PRSG at community events

AmeriCorps VISTA Member Responsibilities:

- Attend all Campus Compact of Oregon AmeriCorps VISTA required training 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:

- Lived experience as an immigrant/refugee or previous experience supporting immigrant/refugee communities
- Fluency in a language other than English
- Availability on weekends & evenings
- Ability to self-direct personal goals

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
- Childcare (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:

- Employer-provided cell phone and laptop
- Access to organizational Lyft account for transportation
- Mileage reimbursement at federal rate if driving personal automobile
- Food assistance (\$100 gift card/month to store of member's choice)