



Campus Compact of Oregon College Access Corps Coordinator Position Description

Position Title:	RAHS College Access Associate
Host Site:	Rosemary Anderson High School (multiple sites)
Location:	Portland, OR
Hours of Service:	8:30am-4:30pm M-F with some evening and weekend hours (At least 1,700 hours over the 10.5 month term of service)
Position Duration:	July 2018 - June 2019
Years of Project:	First Year

Summary of Position:

The RAHS College Access Associate will serve at Rosemary Anderson High School (multiple sites). The primary functions will be to maintain and track student engagement for the RAHS Mentorship Program and to recruit and train coaches. The RAHS College Access Associate will also recruit volunteers for National Days of Service.

Responsibilities and Related Tasks:

- Assist in cultivating school/community partnerships
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- Recruit, select, and train community and college coaches
- Build a programmatic infrastructure around college access programming best practices
- Recruit volunteers for National Days of Service and other community service events
- Administer program assessment
- Promote program impacts to internal and external stakeholders
- Participate in College Access Corps trainings, including orientation, mid-year training, graduation, regional cohort meetings and others as available
- Adhere to organization's equity position
- Engage in personal and group reflection
- Other mentor related duties as assigned
- Recruit, select and train community college students to serve as coaches for high school students

Campus Compact of Oregon AmeriCorps Member Responsibilities:

- Attend all Campus Compact of Oregon required trainings and events
- Complete and submit all Campus Compact of Oregon required progress reports, timesheets, and other paperwork
- Read *Critical Mentoring: A Practical Guide* by Torie Weiston-Serdan (will be provided on loan by Campus Compact of Oregon)

Required Qualifications:

- Be a citizen, national, or lawful permanent resident alien of the United States

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- Be 21 or older
- Have an associate's degree (AA)
- Agree to a National Service Criminal History Check and not have a sexual offense or murder conviction (other offenses may also prohibit participation, but will be determined on a case by case basis)
- Commit to serving 1700 hours (no more than 20% of aggregate time can be spent on training/professional development and no more than 10% on fundraising)
- Ability to work well with people of diverse backgrounds
- Strong organization, problem-solving and written and oral communication skills
- Basic office computer skills, including word processing
- Program management (marketing, event planning, training, volunteer management) experience
- Strong initiative, self-starter, and enthusiasm for helping others succeed
- Committed to promoting educational equity and inclusion

Site Qualifications:

- Must have a valid driver's license; willing to use site-owned vehicle for service related travel
- A passion for POIC + RAHS mission and serving at-risk youth and young adults
- Ability to establish and maintain effective working relationships with internal and external stakeholders
- Excellent organizational, time management, and reporting skills to manage multiple projects, set priorities, collaborate with team members, and meet deadlines
- Experience in tracking program information
- Responsible and professional conduct that serves as a role model to all participants

Preferred Qualifications:

- Demonstrate a commitment & willingness to engage in conversations about racial justice, equity, and racism
- Ability to creatively problem solve
- Experience working directly with teens who face multiple barriers to education
- Bachelor's degree or higher

College Access Corps Member Benefits:

- Pre-tax living allowance of \$13,732 (distributed over 10.5 months)
- Loan forbearance and interest accrual reimbursement on qualifying loans
- Basic health care plan (if needed)
- Education Award of \$5,920 upon successful completion of the program
- Childcare assistance for qualifying members
- Members will be given a mid-year and end of year member evaluation from their program supervisor
- Networking, training, and professional development opportunities
- A chance to make a difference in your community and schools!

Site Specific Benefits:

- Access to \$150 professional development fund
- Ability to pay or subsidize cell phone plan