

**Campus Compact of Oregon**

**Connect2Complete AmeriCorps Member Position Description**

**Position Title:** Academic Engagement Specialist

**Host Site:** Sitton Elementary School

**Location:** 9930 N Smith St, Portland, OR

**Hours of Service:** 9am-5pm M-F with some evening and weekend hours (At least 1,700 hours over the 10.5 month term of service)

**Position Duration:** August 2019-June 2020

**Summary of Position:** The C2C AmeriCorps Member (also referred to as Academic Engagement Specialist) primary function will be to engage K-2 students and their families in academic interventions through the roles of mentorship and project coordinator to increase attendance and student engagement. C2C AmeriCorps Members will report to Campus Compact of Oregon’s AmeriCorps Program Manager and placement site supervisors.

**Responsibilities and Related Tasks:**

* Foster healthy relationships w/ students and families
* Serve on the student intervention team
* Assist in cultivating school/community partnerships
* Develop/improve capacity for sustainable attendance and engagement practices
* Deepen family relationships with the school
* Create at least two service opportunities for students, parents and volunteers
* Refer students to resources for barriers that prevent them in engaging with school serve in collaboration with the Site Support Instructor for specified student needs
* Administer program assessment
* Report on student attendance and engagement
* Promote program impacts to internal and external stakeholders
* Engage in personal reflection

**Campus Compact of Oregon AmeriCorps Member Responsibilities:**

* Attend all Campus Compact of Oregon required trainings and events, including orientation, monthly webinars, in-service trainings, graduation, regional cohort meetings and others
* Complete and submit all Campus Compact of Oregon required progress reports, timesheets, and other paperwork

**Required Qualifications:**

* 18 years and older
* U.S. Citizen, U.S. National or lawful permanent resident
* Ability to pass a criminal history background check
* Ability to work well with people of diverse backgrounds
* Strong organization, written and oral communication skills
* Basic office computer skills, including Word processing
* Strong initiative, self-starter and self-advocacy skills
* Enthusiasm for helping others succeed
* Willingness/openness to learn about and discuss racial equity and social justice issues

**Preferred Qualifications:**

* AA or BA/BS degree
* Speaks Spanish
* Academic knowledge of critical theory and race relations in the United States
* Experience applying an equity lens
* Program management (marketing, event planning, training, volunteer management) experience

**Benefits**

* Living stipend of $14,000 (distributed bimonthly over 10.5 months)
* Education Award of $6,095.00 upon successful completion of service
* Loan forbearance or interest accrual on qualified student loans
* Basic health care plan (if not eligible for OHP or alternate insurance)
* Training and professional development opportunities
* Access to an extensive network of AmeriCorps Alums
* Access to $150 professional development fund

**Site-Specific Benefits**

* Mileage reimbursement for work-related travel