**Campus Compact of Oregon**

**Connect2Complete (C2C) AmeriCorps Member Position Description**

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| **Position Title:** |  |  | C2C Equitable Pathways Summer Bridge Specialist |
| **Dates of Service:** |  |  |  |
| **Hours of Service:** |  |  | Full-time (30-40hrs/week); 450 hours total |
| **Placement Site:** |  |  |  |
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| **Summary of Position:** The C2C AmeriCorps Member (also referred to as Equitable Pathways Summer Bridge Specialist) will serve at an Oregon community college for the 2019-2020 program year’s summer months. The primary function will be to engage students in service learning opportunities and to develop and maintain relationships with high school graduates who will be attending your campus in the coming fall. Through building relationships with these incoming students, an additional function would be orienting them to the campus and facilitating their relationships with other departments/individuals on campus. C2C AmeriCorps Members will report to Campus Compact of Oregon’s AmeriCorps Program Manager and placement site supervisors. All members must complete 450 hours of service within 4 months of enrollment in the C2C program. |
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| **Major Responsibilities and Related Tasks:*** Support and engage with about 20 high school graduates who will attend the campus in the fall
* Utilize and maintain a tracking database for the students worked with; create sustainability plan for ongoing life of database after position is complete
* Cultivate relationships between high school graduates, the campus, and individuals already on campus
* Recruit students for participation in service-learning activities
* Check in with students via email, text, call, face to face meetings
* Invite students to campus to orient them with student led-groups, registration requirements, financial aid requirements, departments on campus, etc.
* Refer students to resources for barriers that prevent them in engaging with school
* Administer program assessment and report on student engagement
* Plan, organize and implement other activities related to community-based learning
* Engage in personal reflection
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| **Campus Compact of Oregon AmeriCorps Responsibilities:*** Complete 450 hours of service (by September 30, 2020)
* Complete all required progress reports, timesheets and other paperwork
* Attend all Campus Compact of Oregon and Connect2Complete AmeriCorps trainings
* Virtual Pre-Service Orientation: TBD June 2020
* Monthly cohort trainings TBD,
* Create and implement service projects that include student population
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| **Required Qualifications:**□ 18 years and older□ U.S. Citizen, U.S. National or lawful permanent resident□ Ability to pass a criminal history background check□ Valid driver’s license; access to personal vehicle preferred but necessary□ 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-advocate□ Willing to accept and/or ask for feedback and assistance □ Ability to problem-solve in a continually changing operation□ Enthusiasm for helping others succeed□ Willingness/openness to learn about and discuss racial equity and social justice issues |
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| **Preferred Qualifications:**□ AA or BA/BS degree□ Academic knowledge of critical theory and race relations in the United States□ Experience applying an equity lens□ Experience in giving group presentations□ Program management (event planning, training, volunteer management) experience |
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| **Connect2Complete AmeriCorps Member Benefits**:□ A pre-tax living stipend totaling $5,250, evenly dispersed twice monthly over the service□ [A taxed education award of $1,638.89 pending successful completion of service](https://www.nationalservice.gov/programs/americorps/segal-americorps-education-award/amount-eligibility-and)□ [Loan forbearance and interest accrual payment on qualified student loans](https://www.nationalservice.gov/programs/americorps/segal-americorps-education-award/using-your-segal-education-award/postponing)□ [Childcare (if eligible)](https://www.americorpschildcare.com/)□ Access to extensive network of AmeriCorps alums, education and non-profit professionals□ Ongoing training and professional development opportunities |
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| **Site Specific Benefits:**□ Access to $150 professional development fund□ Mileage reimbursement for work-related travel |

*For more information, contact:*

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*http://www.oregoncampuscompact.org/applynow.html*