**Campus Compact of Oregon**

**2017 VISTA Member Position Description**

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| **Position Title:****Host Site Name:**  | **TDIP Program Coordinator**Portland State University/TDIP |
| **Department:** | University Studies |
| **Location:** | 1721 SW Broadway, Portland OR 97201 |
| **Website:** | [www.pdx.edu/unst](http://www.pdx.edu/unst) |
| **Year of Project:** | Year 2 |

**Summary of Position:** The AmeriCorps VISTA Member (TDIP Program Coordinator) will collaborate with the TDIP and GEARUP team that serves 18 schools throughout the district. The goal of the program is to identify a strategic approach to building, institutionalizing, and sustaining a model of inquiry, teaching and assessment that collects and examines data about the upstream social determinants that influence student academic success. The VISTA will assist in planning, recruitment, and implementation of professional development and support activities in GEARUP middle and high schools during the 2017-18 academic year and summer programming for teachers, students, and parents. To meet the goal of the project this year, the TDIP Program Coordinator will also be responsible for detailed documentation of all presentations, meetings, and program activities in order to facilitate improvement and standardization of program elements to meet project sustainability goals.

**Essential Responsibilities/Activities**

* Assistance (or logistical lead) in TDIP training and support programs for teachers and students including maintaining the schedule, communicating with participants, and logistical tasks (e.g. renting facilities)
* Regular communication with project team leaders (TDIP and GEARUP) with programming updates (using online collaboration platform)
* Documentation of program activities and impacts
* Assistance in recruiting teachers, students and parents for TDIP workshops and programs

**Marginal Responsibilities**

* Support related projects, programs, events, and partners as needed

**Campus Compact 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

**Important Beginning-Of-Service Dates**

* VISTA Pre-Service Orientation (hosted by CNCS): **August 14th to August 17th 2017**
* Campus Compact of Oregon September In-Service Training: **September 5th to September 7th 2017**

**Required Qualifications**

* 18 years and older
* Must have at least an Associate’s Degree
* 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
* Highly organized with an ability to track multiple tasks
* Good communication skills, verbally and online

**Strongly Preferred Qualifications**

* BA in social science, education or relevant experience
* Prior experience in project coordination desired, but not necessary

**Preferred Qualifications**

* Project management experience
* Event coordination experience
* Proficient in all Microsoft Office software

**AmeriCorps VISTA Member Benefits**

* A pre-tax living allowance of $11,880 for the term of service, disbursed biweekly
* An education award of $5,815 or cash stipend of $1,500 (upon successful completion of service)
* Loan forbearance and interest accrual payment on qualified student loans
* Childcare (if eligible)
* Training and professional development opportunities
* Access to the extensive network of AmeriCorps Alums
* Federal jobs non-competitive eligibility for one year after service

**Site Specific Benefits:**

* Housing stipend of $650 per month (paid directly to a landlord or mortgage company)
* Discounted TriMet annual pass
* Courtesy appointment at Portland State University with access to campus resources (e.g. library, research services, professional development workshops, campus recreation facilities and other amenities)