



The Community Foundation for Oceana County (CFOC) is seeking a full-time **AmeriCorps VISTA Member** to jointly lead the Oceana Read Early, Read Often (RERO) program to promote early literacy and to advance a mentoring program for Oceana CAN! (College Access Network) to increase college & career readiness and success. The successful candidate will possess excellent communication and organization skills and a passion for helping children & students succeed. CFOC serves as the fiscal agent for Oceana CAN!

**Position Title:** AmeriCorps VISTA member  
**Reports To:** CFOC Executive Director, Oceana CAN! Coordinator

**General Summary:**

The AmeriCorps VISTA Member will help impact a career and college-going culture of success in Oceana County by coordinating an early literacy program for babies & toddlers and developing a mentoring program for high school and incoming college freshmen students. The Member will: work closely with CFOC and Oceana CAN! staff and network partners to develop program materials; provide program coordination; design and implement communication and advocacy plans; schedule events/network meetings; and coordinate network communications. The Member must also fulfill training and service opportunities as required by the AmeriCorps Program.

**Principal Duties and Responsibilities:**

1. With CFOC Executive Director coordinate monthly RERO network meetings, further develop program infrastructure and direct network communications
2. Attend Great Start Collaborative/Head Start parent advisory meetings, GSC early literacy workgroup
3. With RERO network partners, develop RERO community outreach plan, cultivate financial resources
4. Coordinate RERO marketing/advocacy materials with network, build community awareness
5. Procure new/used books, distribute amongst community partners
6. Identify appropriate program and local capacity with action team to deliver Oceana CAN! mentoring program in pilot high school
7. Implement pilot mentoring initiative/expand current mentoring programs with Oceana CAN! partners
8. Connect incoming college freshmen from Oceana with on campus near peer mentoring programs with Oceana College Advisor
9. Strengthen internal & external network communications with Oceana CAN! Coordinator

**Knowledge, Skills, and Abilities:**

- Strong computer skills. Experience with Microsoft Word, Excel, and Publisher. Additional design and communications experience a plus. Social media knowledge, experience.
- Significant public contact requiring excellent communication skills, comfort with public speaking
- Written and oral communication skills required.
- Organized, with attention to detail and strong follow-through skills. Planning skills are a necessity.
- Ability to work on own initiative.

**Compensation:** This AmeriCorps VISTA position is full time (37 hours per week), and requires a one-year terms from August 2017-August 2018. Members are provided an annual living allowance of \$11,880 as well as an end-of-service award of either a cash stipend (\$1,500) or education award (\$5,815). The position also provides VISTA Health Benefit Plan, as well as travel and expense reimbursements.

**To Apply:**

Submit a resume and cover letter to Tammy Carey at [tcarey@cffmc.org](mailto:tcarey@cffmc.org) by May 29, 2017.

To learn more about the work of the Foundation, visit our website, [www.oceana-foundation.org](http://www.oceana-foundation.org)