



AmeriCorps

# CEDAM's AmeriCorps State Program Member Position Description



<b>Position Title:</b> Outreach Coordinator	<b>Host Site:</b> Community Foundation of Oceana County/Oceana College Access Network
<b>Position Type:</b> Full time, 40 hours/week	<b>Site Supervisor:</b> Tammy Carey
<b>Dates of Service:</b> September 18, 2023 – August 23 2024	<b>Stipend:</b> \$26,000

**CEDAM's AmeriCorps Information:** CEDAM's AmeriCorps program connects local and statewide agencies to meet neighbors' critical needs. Members create community, build capacity and serve neighbors across Michigan. Our AmeriCorps program advances equity for Michiganders in two key ways 1. Cultivating the next generation of leaders in the community economic development field and 2. Supporting economic inclusion for Michiganders.

**Organizational Information:** The Community Foundation for Oceana County exists to enhance the lives of the people of Oceana County by leading, promoting and channeling philanthropy to connect resources with needs. We envision an Oceana where everyone has access to resources to thrive. It receives and manages contributions from people and organizations and has provided nearly \$10 million in grants and scholarships back to the community since 1989.

Oceana College Access Network is a collaborative of k-12 schools, businesses, colleges, and organizations focused on ensuring all Oceana residents have resources and the mindset to pursue and complete post-secondary education. Our Network strives to build a culture within Oceana County focused on post-secondary education awareness, access, and attainment as a means to build and sustain a vibrant local economy and help alleviate poverty. and provide an educated and trained workforce.

**Role and Responsibilities:** Our AmeriCorps member will assist programming with both The Community Foundation for Oceana County and Oceana College Access Network. The AmeriCorps member will take the lead in updating the Foundation's database and assist in growing staff use of database functions & tools. The member will also assist in growing communications across all channels and contributing to volunteer management. Responsibilities will include:

- Updating and training other staff on the use of all CRM (Customer Relationship Management) functions in our database.
- Updating donor records, developing CRM process documents and building marketing lists.
- Developing & expanding communications across multiple channels, including social media platforms
- Engaging & servicing of Foundation volunteer committees and program volunteers

Oceana CAN! responsibilities will include:

- Research, design, and implement a high school "college student ambassador" program alongside college & career advisors and counselors
- Interact with students and parents at community events, student workshops to gather and provide student and parent voice in planning and decision making process
- Update website, social media, e-news, to ensure up-to-date information is shared regularly with a variety of community members
- Develop printed handouts for students and parents to ensure clear and concise information is shared on a timely basis.
- Participate in CEDAM AmeriCorps monthly meetings, trainings, events, data collection, reporting and additional items as needed;
- Participate in AmeriCorps & Michigan's AmeriCorps events and trainings.

**Preferred Qualifications:**

- Willingness and interest in working with a diverse population while modeling patience, kindness, flexibility, respect, and maintaining privacy of those we're assisting;

- Values secondary education and dedicated to supporting community members find the right fit for them Knowledgeable or interest to learn about the process to apply for, engage in, and complete post-secondary education;
- Experience working and supporting youth, specifically high school students a plus;
- Experience, knowledge, or interest in learning to work with Microsoft 365 suite of programs, database management, social media management, basic graphic design;
- Strong written and oral communication skills.

**Minimum Qualifications:**

- Be at least 18 years of age. Applicants must have HS diploma, GED or working toward the completion of one.
- U.S. citizen, U.S. national or lawful permanent resident of the U.S.
- Pass the following National Service Criminal History Checks: State of Michigan background check, State of residency (if not Michigan), FBI Fingerprinting, and State & National Sex Offender Registry
- Moderate to proficient computer skills and the ability to learn new software quickly.

**Compensation:**

Members will receive a living allowance of \$26,000 distributed in even increments, bi-weekly between September 18, 2023 – August 23, 2024. Members will receive student loan forbearance for qualified loans, health care package, childcare assistance upon eligibility, and continual professional development. Upon successful completion of service an education award in the amount of \$6,495 will be issued. Members will serve 1,700 hours for the term = 40 hours/week. CEDAM's AmeriCorps Program is an equal opportunity employer. Reasonable accommodations will be made for interview/service as needed. All interested candidates must be available to spend 40 hours in training the week of September 18. All interested candidates need to apply on CEDAM's website by 5pm June 16: [bit.ly/serveamericorps](https://bit.ly/serveamericorps)