AmeriCorps Job Titles and Descriptions

Job Title: Development and Events Coordinator
Reports to: Sadad Ali
Supervises: Works Independently

Responsibilities

Assisting the development staff in entering data into Raiser’s Edge, GFC’s donor database
Conducting research on potential donors, Strategic partners, markets and industries.
Prepare reports and presentations for internal and external use.
Draft correspondence, reports, proposals and donor appeals.
Assist with staff in planning donor events and other activities, maintaining donor files and other development materials.
Attend department and staff meetings and assist mailing, filing and special projects as needed.

Qualifications

Strong writing and research abilities. Desire to learn about fundraising and philanthropy. Knowledge of Microsoft office applications. Experience with database is a plus. Good interpersonal skills and attention to detail. A demonstrated commitment to GFC’s Mission and values. Unimpeachable ethical standards and personal integrity.

Hours

Hours, start date and duration flexible within business hours of 8:00am- 5:00pm. A firm commitment of 40 hours per week is required.

Job Title: Employment Training Specialist
Reports to: Special Education Coordinator and Director of Education
Supervises: N/A

Job Function

Coordinate and implement job development and placement programs; assist special education students in the development of job plans related to assessment and training opportunities; consult area businesses for placement possibilities; provide extended assessment, job evaluations, training and placement for special education students in preparation for post-graduate employment.
Duties and Responsibilities

• Coordinate and implement job development and placement programs; assist special education students in the development of job plans related to assessment and training opportunities; consult area businesses for placement possibilities.
• Consult area employers of job development program.
• Analyze skills needed to complete job responsibilities; assist instructors in teaching these skills to students.
• Facilitate vocational assessment process for students.
• Develop individual student employment plans
• Provide on-going contact with student from placement through retention component.
• Provide small group training in social and employability skills necessary for retraining employment and consideration for advancement.
• Complete necessary reports and submit to appropriate supervisor.
• Assist project team in coordinating service to participants.
• Provide transportation to students to and from placement job site(s) and work related business and activities.

AmeriCorps Member Activities and Responsibilities

The AmeriCorps Member selected to serve in this capacity will be responsible for:

Career Development and Service Requirements

Members perform day to day service at African Coalition Workforce and are expected to attend and participate in all LICS AmeriCorps sponsored activities including but not limited to:

• Attending all locally sponsored monthly meetings
• Participating in nationally sponsored webinars
• Actively participating in at least two locally identified and team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week)
• Engaging in any other LISC events as determined by the local LISC office.

This is an AmeriCorps position. LICS and the African Coalition Workforce will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member.

Desired Skills

• Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods.
• Ability to work independently and in a team environment
• Good written and oral communication skills
• Ability to work a flexible schedule (some night and weekends may be required.)
Program Eligibility and Requirements

To be eligible to participate as a LICS AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Be eligible to earn 100% of a quarter-time education award
- Be eligible to perform a term of a national service
- Posses a high school diploma, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no upper age limit)
- Have unexpired proof of status as a US citizen or posses permanent resident status and be able to provide documentation as determined by CNCS
- Be able to complete at least 450 hours of service within the term of service noted above as well as serve for the full time of the term
- National Service Criminal History Search Requirement
- If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Only candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of First Degree Murder may not participate as an AmeriCorps Member. Only candidates being offered and then accepting the position must consent to the search of the National Sex Offender Public Website, a State Level Criminal History Search and an FBI search. Consent is provided via the LCS AmeriCorps application.

Program Benefits

Upon successful completion of the term of service, the member will be eligible for a $1,527.45 education award to pay off existing, eligible student loans or return to school.