

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



2017-18 College Access Corps Position Description

TITLE: College Access Corps (CAC) Project Coordinator

HOURS OF SERVICE: 9 am to 5 pm Monday to Friday, with some evening and weekend hours. (*Note:* Everett Community College operates on a four-day-a-week schedule during Summer Quarter, from June 19, 2017 through Sept. 2, 2017).

JOB DESCRIPTION: The CAC Coordinator will serve at Everett Community College (EvCC) in the Diversity & Equity Center, reporting to the Center's Director and AmeriCorps Program Supervisor. The Coordinator's primary function will be to recruit and train EvCC college students to act as college access coaches for economically disadvantaged K-12 youth attending local schools. The CAC member will also recruit student and community volunteers for National Days of Service. (*Note:* CAC members will have "recurring" access to vulnerable populations and must pass a standard background check and must satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202).

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Take the lead in cultivating middle school, high school and community partnerships
- Recruit, and assist in training EvCC college students to serve as college access coaches
- Help to create a programmatic infrastructure around college access programming and best practices
- Recruit volunteers for National Days of Service and other local community-service events
- Administer pre-and post-program surveys to participating middle and high school students
- Promote program impacts to internal and external stakeholders
- Participate in CAC trainings: orientation, mid-year training, graduation, cohort meetings and others
- Engage in personal reflection regarding professional development and progress during term of service

REQUIRED QUALIFICATIONS:

- ◆ Applicant must be age 18 or older (Associate or Bachelor's degree preferred)
- ◆ Ability to work well with people of diverse backgrounds
- ◆ Strong organizational, problem-solving and written and oral communication skills
- ◆ Basic office computer skills, including word processing
- ◆ Program management (marketing, event planning, training, volunteer management) experience.
- ◆ Experience with program management (marketing, event planning, training, volunteer management)
- ◆ Must possess strong initiative, be a self-starter and be enthusiastic for helping others succeed

BENEFITS:

- Living stipend of \$12,630 (distributed over 10½ months)
- Loan Forbearance and Interest Accrual Reimbursement on qualifying loans
- Basic Health Care Plan and a \$5,815 education award upon successful completion of the program
- Childcare assistance for qualifying members
- Members will be given a mid-year and end of year member evaluation from their program supervisor

For More Information: Jerod Grant, Director, EvCC Diversity & Equity Center jgrant@everettcc.edu

The College Access Corps program, an AmeriCorps program, is an Equal Opportunity/Affirmative Action enroller of AmeriCorps service volunteers. Members of ethnic minorities, disabled veterans, veterans of the Vietnam-era, and recently separated veterans, persons of disability and/or persons age 40 and over are encouraged to apply. The College Access Corps only enrolls members who are a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States. All new members must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services and must satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.