

WACC AmeriCorps VISTA Position Description

Host Site Name: Seattle Central College

Department: Basic and Transitional Studies

Position Title: BTS Transitions Center Coordinator VISTA

Project Title: Central Transitions Center

Project Supervisor: Claire Makins

Position Summary:

The VISTA member will be an integral part of building the foundation of the new Transitions Center on campus, focusing on supporting ABE and ESL students to transition into college-level programs. In Year 1, the VISTA member will coordinate key project activities such as: completing a needs assessment of students and community-based partners; establishing defined roles for student workers and volunteers; developing and coordinating implementation of events and workshops geared toward college navigation; and creating an outreach plan.

Major responsibilities and activities:

- Design and conduct a needs assessment of ABE and ESL students to identify common barriers to college navigation in order to inform Transition Center services
- Design and conduct a needs assessment of community-based partners to identify barriers to referrals to campus program
- Develop job descriptions for work study students to staff the front desk of Transitions Center
- Develop job descriptions for volunteer student peer mentors
- Create and implement outreach plan in order to increase utilization of Transition Center
- Develop curricula for college navigation workshops
- Coordinate with faculty and staff from departments across campus to implement tabling events for students

Term of service: 365 days, averaging 40 hrs /week

Location: Seattle, WA

Qualifications:

- Associate or Bachelor's Degree
- At least 18 years of age, U.S. citizen, U.S. national, lawful permanent resident, or person residing legally in Washington State
- Ability to make a full-year commitment
- Interest and/or experience in community service and/or community development
- Effective oral and written communication skills with diverse populations, including multicultural experience and cross-cultural communication skills
- Proficient in Google platform, MS Office, Adobe products, social media, and database management
- Ability to organize, prioritize and perform multiple work assignments
- Ability to work evenings and weekends as necessary
- Ability to pass criminal background check
- Ability to speak another language is preferred, but not required (high need languages: Spanish, Oromo, Mandarin, Cantonese, Vietnamese, Amharic)

AmeriCorps VISTA benefits:

- Bi-weekly living allowance
- Relocation and settling-in allowance, if moving more than 50 miles to serve
- Post-service \$5,815 Education Award or \$1,500 end-of-term cash award

- One year of non-competitive eligibility (NCE) for federal government jobs
- Basic health coverage, student loan forbearance, and basic child care assistance when applicable
- Paid round-trip ticket to pre-service orientation and reimbursed travel expenses when applicable
- Extensive training, professional development, and networking opportunities
- Access to AmeriCorps network

Site specific benefits:

- ORCA Transportation card at a discounted rate
- Access to campus libraries and fitness center

Equal Opportunity and Non-discrimination

Western Washington University/Washington Campus Compact and sub-granted campus programs, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces equal opportunity, diversity and inclusiveness, does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status in its programs or activities, including employment, admissions, and educational programs. See Western's [Policy on Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation](http://www.wvu.edu/policies/policy1000.shtml) (POL-U1600.02): <http://www.wvu.edu/policies/policy1000.shtml>

As such, the subcontracted campus programs agree not to discriminate against any client, student, employee, or applicant for employment or services in administering personnel actions such as employment, promotion, demotion, transfer, recruitment, layoff, termination, compensation and training opportunities, on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status.