

YWCA AmeriCorps Program
Position Description

Position:	AmeriCorps Member / Capacity Building Assistant
Responsible to:	Executive Director, One Roof
Basic Function:	Assist in projects and tasks essential to building One Roof capacity, and functions as organizational and programmatic support for various projects.
Basic Responsibilities:	<p>Research and submit all required documentation for One Roof to apply for the national nonprofit certification Standards of Excellence.</p> <p>Research best practices for Continuum of Care governance and structure.</p> <p>Assist in development and implementation of Continuum of Care Policies and Procedures</p> <p>Interact with Board of Directors and Membership</p> <p>Assume responsibility for agency recycling program</p> <p>GIS projects available but not mandatory</p> <p>Attend required meetings and in-service trainings</p> <p>There will be at least two required weekend service projects and at least one required service project that involves late night service.</p>
Benefits of Position:	<p>AmeriCorps living allowance</p> <p>Educational award at end of service year</p> <p>Health insurance for full-time members</p> <p>Experience serving in a premier nonprofit</p> <p>Networking in YWCA and community</p> <p>Some flexibility</p>

Extensive professional development

Skills development including group facilitation, public speaking, and program development

Minimum Qualifications:

Excellent organizational and administrative skills.

Working knowledge of social media and good writing skills.

Experience with public speaking, or serving with the public

Knowledge of traditional media, PR or marketing

Bachelor's degree

Background check and citizenship clearance

A passion and a capacity for service that improves opportunities for those in greatest need

Essential Functions:

Must have sufficient manual dexterity to type efficiently

Must have limited impairments to vision or be able to utilize a screen reader (must be able to view and read web pages, conduct online research and use Gmail, Twitter, Facebook and Mailchimp. If using GIS mapping, must have excellent vision as screen readers are not available)

Must be able to lift a minimum of 30 lbs. (trifold for out-of-office presentations weighs 28 + lbs)

Must be able to speak and be understood clearly (public speaking on behalf of the agency)