

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



2017-18 College Access Corps Position Description North Cascades Institute

TITLE: College Access Corps Coordinator

HOURS OF SERVICE: 8:30 a.m. to 4:30 p.m., M – F with some evening and weekend hours from August 16, 2017 through June 30, 2018 (At least 1,700 hours over the 10.5 month term of service)

JOB DESCRIPTION: North Cascades Institute seeks a College Access Corps Coordinator to support environmental education programs that build community, create economic opportunity and strengthen college access opportunities for participants of our Youth Leadership Adventures and Community youth programs. The College Access Corp member will help empower underrepresented youth to develop college access skills while learning to be environmental stewards of the North Cascades. Duties will include further developing and implementing our Youth Leadership Ambassadors program, training staff, graduate students and interns to act as college access coaches to economically disadvantaged high school-aged youth participating in Institute programs, supporting implementation of the Northwest Youth Leadership Summit, recruiting for Youth Leadership Adventures, and strengthening college access opportunities for Youth Leadership program alumni. The position is based out of our administrative office in Sedro-Woolley, WA. Learn more about our youth programs on our website: ncascades.org/youth (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:

- Further implement the Youth Leadership Ambassador program in its' second year for local Institute alumni and youth that focuses on college readiness, leadership development, public speaking, career development, stewardship and outdoor adventures
- Assist in cultivating school and community partnerships for Youth Leadership Ambassadors, Youth Leadership Adventures, and Kulshan Creek Neighborhood Youth program
- Train Institute staff, graduate students, and interns to become college access coaches for youth participating in our programs
- Help plan and implement the Northwest Youth Leadership Summit including recruiting colleges to attend as Opportunity Fair partners
- Teach a breakout session at the Northwest Youth Leadership Summit on college access
- Assist with recruiting students for Youth Leadership Adventures at target schools, focusing on college readiness program benefits
- Strengthen our Pathways for Youth Initiative, which seeks to provide connected next-step opportunities for program participants that lead to further development in college readiness, leadership skills, local community stewardship, career opportunities, and continued growth and learning about the natural world and how to care for it
- Recruit volunteers for public stewardship events coordinated by North Cascade Institute and our partners
- Instruct Institute programming, as needed, including but not limited to Mountain School, Kulshan Creek and stewardship programs

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.

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- Build a programmatic infrastructure around college access programming best practices
- Administer program assessment and write final reports
- Promote program impacts to internal and external stakeholders
- Participate in College Access Corps trainings, including orientation, mid-year training, graduation, regional cohort meetings and others as available
- Engage in personal reflection
- Other duties, as assigned

PREFERRED QUALIFICATIONS:

- AA or BA/BS degree
- Creative, energetic, flexible, motivated, and professional
- Ability to speak publicly in front of 50 or more people
- Ability to lift and carry up to 25lbs and hike over uneven terrain in inclement weather
- Comfortable working in both office and remote environments that require traveling long distances
- Prior educational or work experience in education, the environment, college access, social justice, and youth leadership
- Experience working with nonprofits and developing partnerships

REQUIRED QUALIFICATIONS:

- Ability to work independently and cooperatively as a team player
- Strong organization, creative problem-solving, and written and oral communication skills
- Ability to work well with people of diverse backgrounds
- Strong initiative; self-starter; enthusiasm for helping others succeed
- Program management (marketing, event planning, training, volunteer management) experience
- Basic office computer skills, including word processing
- Willing to work outdoors, long hours, and evenings, including occasional overnight trips
- Must be age 18 or older
- Must possess a current driver's license
- Must be a US Citizen, National or Lawful Permanent Resident
- Must be able to pass a criminal history disclosure and background check

BENEFITS:

- Living stipend of \$12,630 (distributed over 10.5 months)
- Loan Forbearance and Interest Accrual Reimbursement on qualifying college loans
- Basic Health Care Plan
- Education Award of \$5,815 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

DATES OF SERVICE: August 16, 2017 – June 30, 2018

APPLICATION DEADLINE: Application review will begin on **May 30, 2017**. Applications will be accepted on rolling basis until filled.

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TO APPLY: Please apply online on our website: <http://ncascades.atsondemand.com/>

Please be sure to complete all of the following:

- 1) the application, and
- 2) download a cover letter,
- 3) resume, and
- 4) names of three references with current contact information.

For More Information Contact: Amy Brown, Program Manager, email: amy_brown@ncascades.org,
ph: 360-854-2582

North Cascades Institute is committed to building a culturally diverse workplace and strongly encourages applications from minority candidates.

Equal Opportunity Employer: Recruiting and retaining a diverse workforce is a high priority at North Cascades Institute. The Institute does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship or any other basis prohibited by law in any of its policies or programs.

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