



Title: Volunteer Systems Coordinator
Employment Type: Full-time, AmeriCorps VISTA member
Program Area: Leadership Development
Reports To: Senior Manager of Leadership Development

JOB BRIEF

Increase opportunities for leadership and integration among low-income immigrants and refugees in the workforce, the education system, and civic life by building the capacity of OneAmerica's volunteer systems, strengthening community engagement and leadership among immigrants and refugees in King County. This position serves at OneAmerica for one year starting March 18, 2019

OUR PROGRAM AND YOUR IMPACT

OneAmerica is a Seattle-based nonprofit organization whose mission is to advance the principles of democracy and justice at the local, state, and national levels through building power in immigrant communities in conjunction with key allies.

Established in the wake of September 11, 2001, OneAmerica initially focused on organizing within diverse and new immigrant communities that had been targeted by federal actions undertaken in the name of national security, working with these communities to effect positive change at the local, state, and federal levels. Since then, OneAmerica has grown to become a locally and nationally recognized leader in advancing immigrant, civil, and human rights. Our strategies include community organizing, public policy advocacy, civic engagement, education and outreach, and leadership development for immigrants and refugees in Washington State. We also help to anchor and lead several national coalitions addressing issues involving immigrant rights and immigration reform.

In this position, you will be focusing on capacity building and volunteer management, with an emphasis on increasing opportunities for leadership and integration among low-income immigrants and refugees in the workforce, the education system and civic life. You will be based at OneAmerica's Seattle office and working cross-departmentally to develop and promote volunteer engagement in OneAmerica's programs. You will help to strengthen the volunteer systems and leadership development infrastructure for low-income, immigrant and refugee communities of color, developing relevant and effective processes for volunteers to engage with OneAmerica's work, and thereby strengthening the organization's capacity to in turn support our core constituency as they integrate and build their leadership in the community.

YOUR ROLE & WHAT YOU WILL LEARN

You will receive extensive training in volunteer management and community engagement, and participate in a wealth of collaborations with diverse stakeholders to create systems that reflect the needs of OneAmerica's core communities in King County. While gaining valuable professional skills and experience, you will be part of a team working together to positively impact the lives of immigrants and refugees of color.

Your role will be centered on the following priorities:

1. Develop and implement volunteer management tools, processes and practices to support the success of immigrant and refugee volunteers to progress through OneAmerica's leadership pipeline
2. Cultivate organizational buy-in among OneAmerica staff around adoption of volunteer systems across all programs, creating a plan for sustained engagement and retention of volunteers
3. Develop a volunteer engagement strategy focused on diversification of OneAmerica's volunteer base in order to strengthen leadership from within the immigrant and refugee communities that OneAmerica serves; Recruit, train, orient and cultivate community volunteers to serve in needed roles across the organization

4. Develop process of evaluation and assessment to measure the effectiveness of volunteer systems in meeting the goals of OneAmerica's strategic plan and vision

REQUIRED QUALIFICATIONS

- Passionate about social, economic, and racial justice in Washington State
- Cultural humility and experience working with diverse populations
- Flexibility! Ability to manage multiple tasks of competing priorities, doing what it takes to get things done in a fast-paced environment with minimal supervision
- Enthusiastic team player and critical thinker ready to contribute to systems change in supporting low-income, immigrants and refugees of color
- Eager to take initiative and step into a leadership role
- Excellent planning and facilitation skills
- Bilingual/multilingual skills preferred

REQUIRED ELIGIBILITY

- Must be at least 18 years of age
- Must be a US citizen, national or legal permanent resident alien of the US; For this federally-stipend program, F1 Visas are not sufficient
- Must be available and on site 40 hours a week Monday - Friday from March 18, 2019 through March 17, 2020
- Must be available for 5 United Way Days of Service on an occasional evening and weekend during your VISTA year.
- Must already live (or be willing to move) within a 15 minute drive or 60 minute public transit commute from your service location.

COMPENSATION

- Living allowance of \$1,583.00 (pretax)
- Loan deferment and payment of interest accrued during service year on qualified student loans (loans must be federally-backed; personal/private loans not eligible)
- Health benefits that meet the minimum standards of ACA compliance
- ORCA LIFT card
- \$5,815 Education Award or \$1,500 cash stipend upon successful completion
- Childcare assistance
- 10 days sick leave, 10 days personal leave, 9 federal holidays
- Enrollment in an assistance program with 24-hour access to phone counseling
- Noncompetitive eligibility for federal jobs for up to one year after completing service
- Professional work experience
- In-service training, skill-building and professional development

APPLICATION INSTRUCTIONS

No resume or cover letter is necessary when you apply directly in the My AmeriCorps portal.

1. Create (or update) your thoughtful AmeriCorps profile by visiting <https://my.americorps.gov/>
2. Apply directly to our position here: <https://bit.ly/uwkcmyamericorps>
3. For technical assistance or additional information, contact United Way's AmeriCorps leaders at unitedwayamericorps@uwkc.org

Rolling interviews will begin December 26th and continue until all positions have been filled. First generation students, women and people of color are encouraged to apply.