



AmeriCorps

CEDAM's AmeriCorps State Program Member Position Description



Position Title: Leadership Specialist	Host Site: Washtenaw Literacy
Position Type: Full time, 40 hours/week	Site Supervisor: Alison Austin
Dates of Service: September 18, 2023 – August 23 2024	Stipend: \$26,000

CEDAM's AmeriCorps Information: CEDAM's AmeriCorps program connects local and statewide agencies to meet neighbors' critical needs. Members create community, build capacity and serve neighbors across Michigan. Our AmeriCorps program advances equity for Michiganders in two key ways 1. Cultivating the next generation of leaders in the community economic development field and 2. Supporting economic inclusion for Michiganders.

Organizational Information:

Washtenaw Literacy is the only provider of free adult literacy support in Washtenaw County where over 47,000 residents read below the 8th grade level. Through the dedicated on 600 community volunteers, we offer tutoring to over 2, 500 people annually. As the 8th most economically segregated County in the United States, we believe literacy is a right and the path to equity for everyone in our community. To learn more visit: <https://washtenawliteracy.org/>

Role and Responsibilities: Our Leadership Specialist will support and partner with adult literacy learners as they improve their employability skills.

- Provide outreach and programming for learners developing employability skills
- Recruit and cultivate a diverse volunteer pool to support employability and leadership development programming
- In collaboration with staff, develop and implement marketing plans to recruit and support learner leaders
- Provide at least one learner outreach meeting per month to ensure learner voices are heard by agency leadership
- Develop and plan "learner leadership" meetings and professional development
- Participate in CEDAM AmeriCorps monthly meetings, trainings, events, data collection, reporting and additional items as needed.
- Participate in AmeriCorps & Michigan's AmeriCorps events and trainings.

Preferred Qualifications:

- Willingness and interest in working with a diverse population while modeling patience, kindness, flexibility, respect and maintaining privacy to those we're assisting in the community;
- Ability to utilize person-centered thinking and active listening skills to assess the needs, situation, strengths, and barriers of individuals seeking assistance;
- Attention to detail and organization required;
- Microsoft and Google skills,
- An interest in team work and a willingness or ability to be self-regulated and self-motivated
- A communicator! Challenges can be avoid with proactive communication and challenges can be resolved by communication
- Interested in self-reflection and self-aware.

Minimum Qualifications:

- Be at least 18 years of age. Applicants must have HS diploma, GED or working toward the completion of one.
- U.S. citizen, U.S. national or lawful permanent resident of the U.S.
- Pass the following National Service Criminal History Checks: State of Michigan background check, State of residency (if not Michigan), FBI Fingerprinting, and State & National Sex Offender Registry
- Moderate to proficient computer skills and the ability to learn new software quickly.

Compensation:

Members will receive a living allowance of \$26,000 distributed in even increments, bi-weekly between September 18, 2023 – August 23, 2024. Members will receive student loan forbearance for qualified loans, health care package, childcare assistance upon eligibility, and continual professional development. Upon successful completion of service an education award in the amount of \$6,495 will be issued. Members will serve 1,700 hours for the term = 40 hours/week. CEDAM's AmeriCorps Program is an equal opportunity employer. Reasonable accommodations will be made for interview/service as needed. All interested candidates must be available to spend 40 hours in training the week of September 18. All interested candidates need to apply on CEDAM's website by 5pm June 16: bit.ly/serveamericorps