



# CEDAM’s AmeriCorps State Program Member Position Description



<b>Position Title:</b> Service Expansion Specialist	<b>Host Site:</b> Washtenaw Literacy
<b>Position Type:</b> Full time, 40 hours/week	<b>Site Supervisor:</b> Alison Austin
<b>Dates of Service:</b> September 18, 2023 – August 23 2024	<b>Stipend:</b> \$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 8<sup>th</sup> grade level. Through the dedicated on 600 community volunteers, we offer tutoring to over 2, 500 people annually. As the 8<sup>th</sup> 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 Service Expansion Specialist will develop and expand programs to understand populations in Washtenaw County. The member will:

- Recruit and develop a diverse volunteer pool from underrepresented communities
- Establish relationships with new potential partners such as libraries and other nonprofits in the underrepresented communities
- Create a marketing and communication plan to continue expansion into these communities
- Pilot programming for adult literacy learners in these communities
- Attend at least one outreach event monthly in these communities
- Maintain accurate records and data
- Support additional WL programming to ensure integration of philosophy and strategies across communities
- 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](https://bit.ly/serveamericorps)