



AmeriCorps

CEDAM's AmeriCorps State Program Member Position Description



Position Title: Adult Literacy Navigator	Host Site: Washtenaw Literacy
Position Type: Full time; 1,700 hours (36-40 hours/week)	Site Supervisor: Alison Austin
Dates of Service: September 12, 2022 – August 26, 2023	Stipend: \$20,000

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 dedication of 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:

- 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.
- **The AmeriCorps member will be responsible for the following program development tasks:**
 - Manage all aspects of The Learning Center, our programming hub on the eastside of Ypsilanti. This will include but is not limited to scheduling, training, recruitment, marketing, assessment, placements, and upkeep of the space and resources found there.
 - Expand offerings to include specialized programming in emergent community needs.
 - Increase usage through creative planning and implementation of programs.
- **The AmeriCorps member will be responsible for the following volunteer management tasks:**
 - Assist in all aspects of volunteer management including recruitment, training, professional development, and recognition.
 - Maintain volunteer data and seek volunteer input.
- **The AmeriCorps member will be responsible for the following outreach and marketing tasks:**
 - Develop an outreach and marketing plan for The Learning Center.
 - Participate in community events to recruit volunteers and learners.
- **The AmeriCorps member will be responsible for the following systems development tasks:**
 - Create sustainable system for tracking goals and achievements.
 - Maintain process documentation and evaluation tools.

Preferred Qualifications:

- Willingness and interest in partnering with adults in pursuing their personal goals and improving their basic skills
- Experience, knowledge and/or interest in learning about Washtenaw County.
- 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.

Minimum Qualifications:

- Be at least 17 years of age. Minors must have guardian permission. 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
- Basic computer skills and the ability to learn new software quickly. Working knowledge of Word and Gmail preferred.
- An interest in advancing equity and building a multicultural workplace that balances self-awareness with practice. This includes a commitment to self-reflection and growth in our own cultural beliefs, values, and biases.
- Willingness and interest in working with diverse people while modeling patience, kindness, tolerance, flexibility, respect, and maintaining confidentiality of those we serve in the community.
- Experience, knowledge and/or interest in learning about adult literacy.

Compensation:

Members will receive a living allowance of \$20,000 distributed in even increments, bi-weekly between September 12, 2022 – August 26, 2023. 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 = 36-40 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 12. All interested candidates should apply on CEDAM's website by 5pm June 27:

bit.ly/serveamericorps