

YOUTH INITIATIVE

OF ADAMS COUNTY

AmeriCorps VISTA Institute & Communications Coordinator

12.6.18

SUMMARY: [Youth Initiative of Adams County \(ACYI\)](#), a fast-paced, dynamic local nonprofit that works to MOBILIZE and support a Partnership of stakeholders, who have agreed to work together to increase the success of children and youth and eliminate disparities from [Cradle through Career](#), is hiring an AmeriCorps VISTA Institute & Communications Coordinator. The Institute & Communications Coordinator will support the capability building of the ACYI Partnership and ACYI Backbone Staff through the ACYI Institute. In addition, the Institute & Communications Coordinator will support communications efforts to share the work happening within the ACYI Partnership, stories of impact, and overall efforts of ACYI. ACYI is an equal opportunity employer.

STATUS: Full-Time, 1 FTE / 40 Hours, Non-Exempt - This is an [AmeriCorps VISTA](#) position. FLEXIBLE START DATE.

REPORTS TO: Institute & Communications Manager

WORK LOCATION: ACYI's Satellite Office at Community Reach Center at 1870 W 122nd Ave, Westminster, CO with some travel to our home office at Adams 12 Five Star Schools, as well as throughout the Adams County community, the Denver Metro area and occasionally to trainings within the US.

KEY RESPONSIBILITIES:

This position will increase the capacity of ACYI to provide effective capability building support to the ACYI Partnership and ACYI Backbone staff and support effective communications on behalf of ACYI. **Job duties include, but are not limited to...**

Institute Support

- Work with the COO and Institute & Communications Manager to design Institute trainings and sessions and curriculum that support moving the Partnership from talk to action
- Support the development of Institute curriculum that supports the Partnership in understanding and using data
- Focus on equity in session design and process construction, including authentic youth engagement
- Coordinate logistics for Institute trainings and sessions
- Ensure that discussions, document decisions, and action commitments are tracked and shared within Institute trainings and sessions
- Support stewardship of partners through the ACYI Institute process
- Support equity lens in all efforts
- Willing and able to represent ACYI at community and national functions
- Other duties as assigned

Communications Support

- Develop social media content based on communications strategy
- Share stories of impact, failing forward, and work in action via social media, newsletter, website, and other communications
- Organize and maintain email distribution lists
- Develop website content based on communications strategy
- Provide support in developing collateral
- Support the communication of key data throughout the Partnership
- Other duties as assigned

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Required Qualifications

- Strong Analytical and Problem Solving Skills
- Ability to Work Well with Large and Diverse Teams
- Knowledge and Demonstrated Success in Project Management and Organizational Skills
- Proficiency in MS Office
- Passion for and Commitment to Working with Racially Diverse Communities
- Passion for and Commitment to Youth Engagement
- Strong Communication and Writing Skills

Desired Qualifications

- Bachelor's Degree
- Knowledge and Demonstrated Success in Training and Capability Building
- Knowledge and Demonstrated Success in Supporting Community Relationships
- Experience in Continuous Improvement and Results Count Facilitation or Willingness to Learn
- Bilingual or Multilingual
- Working in an Ever-Changing, Complex Environment

COMPENSATION AND BENEFITS:

[AmeriCorps VISTA](#) members focus on building sustainable programs. They strengthen and support organizations by building infrastructure, expanding community partnerships, and securing long-term resources rather than through the provision of direct services.

1. In exchange for 12 months of service, AmeriCorps VISTA members will be eligible to receive-- A living stipend of \$15,994 (pre-tax) dispersed over the 12 month service term*
2. Loan forbearance or deferment during the 12 month service term for qualified student loans*
3. Upon completion of service, VISTAs may choose to receive EITHER: 1) an education award of \$5,550 to be used to pay back qualified student loans or pay future tuition; OR a \$1,500 (pre-tax) end-of-year cash stipend*
4. Free healthcare coverage (vision and pre-existing conditions not included; dental coverage is limited to emergencies)
5. A child care subsidy
6. Vacation time: 10 personal days, 10 sick days, and any holidays off that your service site honors
7. Skills development for non-profit or public sector career
8. Some subsidized transportation for service-related travel
9. A relocation allowance and reimbursement of some shipping costs for VISTAs moving over 50 miles to serve in Adams County, CO
10. 1 year of non-competitive eligibility for federal jobs
11. So much more!

*Please note that the living stipend, education award, and interest repayment (of interest accrued during loan forbearance) are all considered taxable income.

**Also note that VISTA members CANNOT hold secondary jobs or make additional income during a VISTA service term.

For details about AmeriCorps VISTA healthcare benefits, please visit <http://www.vistacampus.gov/healthcare>.

APPLY: