VOLUNTEER ENGAGEMENT COORDINATOR

NYC CIVIC CORPS

NYC Civic Corps, an AmeriCorps program launched in 2009 by NYC Service, recruits and places AmeriCorps members to serve full-time from September 1, 2020 to July 9, 2021 at select nonprofit organizations.

BREAKTHROUGH NEW YORK

Breakthrough New York (BTNY) transforms the lives of talented kids from low-income backgrounds by providing educational support from middle school through college and into careers. We also inspire talented young people to enter careers in education through our students-teaching-students model. Our goal is to create leaders who break the cycle of poverty in their families and effect positive change in their communities.

RESPONSIBILITIES

The AmeriCorps member will support BTNY’s College and Career Success team in the recruitment, retention, and recognition of BTNY’s new volunteer college coach initiative.

- Build relationships with college alumni groups, corporate partners, businesses, and other community partners in order to support college coach recruitment efforts
- Conduct recruitment outreach to BTNY alumni
- Present information sessions to groups of potential volunteers
- Support in the matching of college students with volunteer coaches
- Develop and execute an ongoing training plan for volunteers
- Create volunteer “toolkit” with resources that volunteers can leverage in order to best support their students
- Monitor all volunteer coach logs to ensure that the monthly calls are taking place and to follow up with volunteers who may need more individualized support
- Ensure all volunteer data is tracked and entered into Salesforce accurately
- Create a volunteer recognition system that includes both in-person and web-based ways to celebrate volunteer contributions
- Develop volunteer feedback opportunities
- Collect student feedback on the experience with their college coaches in an effort to evaluate the effectiveness of the college coach model and individual coach performance
- Conduct outreach to similar organizations to learn how they are engaging volunteers in remote roles and provide suggestions on practices to implement at BTNY
- Support in the planning of college program events, as needed where students and college coaches engage
QUALIFICATIONS

• Strong commitment to national service, the non-profit sector, and working with diverse communities
• Excellent organizational and communication skills
• Ability to conduct community outreach and make presentations to community groups
• Strong initiative, project management, and multi-tasking abilities
• Familiarity with Google Suite and/or Microsoft Office
• A clear plan for living on the AmeriCorps stipend in New York City
• Availability to lead and/or attend events during evening and weekend hours
• Minimum high school diploma or equivalency
• Ability to pass a criminal background check (AmeriCorps regulations)
• US Citizen or lawful permanent resident (AmeriCorps regulations)

Breakthrough points if you…

• Are a Breakthrough alum
• Have taught or worked at a Breakthrough site previously
• Are proficient to fluent in Spanish, Mandarin, and/or Bengali
• Are familiar with Salesforce and data management

COMPENSATION

• Living allowance of up to $18,500 (pre-tax) distributed evenly throughout the term
• Unlimited Monthly MetroCard (valued at $1,397)
• Eli Segal AmeriCorps Education Award, valued at $6,195 upon successful completion
• Loan Forbearance and interest accrued paid on qualified student loans upon successful completion
• Orientation and on-going monthly training provided by NYC Service (valued at $1,250)
• Childcare assistance, if eligible
• Health Coverage (no premium or monthly enrollment fees – valued at $3,100)

TO APPLY

Applications will be accepted on a rolling basis from April 17, 2020 – June 25, 2020 via the NYC Civic Corps application process.

Please see more information on the official NYC Civic Corps job description.