



Campus Compact



AmeriCorps

Campus Compact AmeriCorps VISTA Member
Upward Scholars
Redwood City, (San Mateo County), CA

The Campus Compact AmeriCorps VISTA program places AmeriCorps VISTA members in full service with our campus and community partners for a one-year period. During this year, members spend 35 hours per week on their host site's campus or with one of that campus's community partners to work on building systems and programs that support low-income college students and community members. The VISTA member's work is to build capacity, meaning that rather than directly serving the community, they're enhancing or creating systems, structures, and resources that support the direct anti-poverty work. Campus Compact functions as the central VISTA program hub, performing program administration, offering training and support to VISTA members and their projects, and connecting the work happening in individual projects both to similar work happening nationwide and back to AmeriCorps. For detailed program information and FAQs, please visit our website.

Service Term:
August 12, 2024 - August 11, 2025

Please note that this start date is subject to change. Start dates are based on a federal calendar and are not flexible. Regardless of start date, the term of service lasts exactly one year.

Summary of Position Details:

Upward Scholars is a mission-driven organization that helps students overcome the financial and academic barriers that may limit their success. Whether it's immigration status, lack of a college degree, or being stuck working multiple low-wage jobs just to make ends meet, Upward Scholars students face insurmountable obstacles to earning a family-sustaining wage. All staff create and support a high-performing work culture that centers on people directly impacted by Upward Scholars' work and characterized by equity, diversity, inclusion, and belonging. The ideal candidate will have an all-in attitude.

The AmeriCorps member will support the Programs Director to reach Upward Scholars' goals and accomplish our mission by supporting and reinforcing the long-term efficacy and efficiency of Upward Scholars programs and services with a specific sustainable project and a focus on the new growth into northern Alameda County. Specifically, the AmeriCorps member will contribute to the expansion of community knowledge. Help with incorporating into the program services and students' challenges. Support Upward Scholars staff with public relations and social media to increase awareness of programs and services. Contribute and cultivate with staff presentations, communication tools and methods of conducting outreach for partners. Building supporting relationships with staff to support existing and new students with adult education, tutoring, and other service learning.

Responsibilities

- Increase Upward Scholars' overall organizational capacity by improving the use of current marketing and communication tools.
- Build and support program development and evaluation to ensure we deliver the highest quality program experience to the communities served.
- Strengthen goals, provide input on daily operations, support staff, and contribute to the success of collaborating with new partners in a new geography.
- Engage in innovative approaches and help incorporate them into the program services and students' challenges.
- Help with public relations and social media to increase awareness of programs and services.
- Act as a change agent and contribute to the expansion of community knowledge and support the program efforts.
- Build and support staff presentations, communication tools, and methods of conducting outreach for partners.
- Develop training and support materials for community partners, student organizations, faculty, and staff.
- Bring individuals together by strengthening staff relationships, community members and community partners to continue supporting existing and new students with adult education, tutoring, and other service learning.
- Maintain, expand, and strengthen relationships with partner adult school staff, other community-based organizations, and partner community colleges.
- Attend orientation, weekly meetings, days of service, and trainings/retreats coordinated by Campus Compact
- Complete data collection and reporting activities required by Campus Compact and AmeriCorps

Preferred Qualifications

- Experience networking—developing and sustaining relationships and partnerships
- Excellent program, staff, and event management skills
- Quick learner and creative problem solver
- Strong written and verbal presentation and communication skills
- Strong organizational and time management skills
- Experience using Microsoft Office/Google Suite or similar software and Mac hardware knowledgeable
- Sensitivity to the challenges faced by under-served populations
- Experience working collaboratively and successfully with people and organizations from diverse racial and ethnic backgrounds and a broad range of ideological positions and religious views
- Bilingual in English and at least one other language spoken by a majority of program participants, e.g., Spanish
- Work under general supervision, exercising significant independent judgment

Requirements

- Associate's Degree
- US Citizen, national, DACA status, or legal permanent resident
- Must be able to complete federal background check
- Must be willing to flex schedule to support students when they're available; this may involve evening and occasional weekend work.
- Passion for education and Upward Scholars' mission
- Prolonged periods sitting at a desk and working on a computer
- Access to reliable transportation to program and partner sites via a personal vehicle

with valid CA driver's license, public transit, or other means

Logistics

- Status: Hybrid
 - This job requires some onsite/community-based work as well as working at least three days a week in the office in Menlo Park. Some work can also be done remotely.
- Hours
 - M – F 8:00 am to 5:00 pm

Benefits

AmeriCorps VISTA Benefits:

- Bi-weekly living allowance of \$1,515.92
- End of service award (AmeriCorps member must choose one of two options; requires completion of full term of service to receive)
 - Segal AmeriCorps Education Award (\$7,395)
 - End-of-Service Cash Stipend (\$1,803.10)
- Relocation stipend for candidates moving more than 50 miles (\$750)
- Mileage reimbursement for candidate moving more than 50 miles (\$0.40/mile)
- Healthcare benefits (AmeriCorps member must choose one of two options)
 - Healthcare allowance for out-of-pocket expenses
 - Basic healthcare coverage
- 10 Days Personal Leave
- 10 Days Sick Leave
- 14 Days Holiday Leave
- Child care assistance for children under 13 years of age (**income dependent**)
- Student loan forbearance or deferment for certain loans
- 1 year of noncompetitive eligibility for federal positions*
- Access to professional development opportunities provided by Campus Compact & AmeriCorps

Additional Host-Site Benefits:

- Stanford Access: Gyms, libraries, and other University buildings and events.
- \$9,000 to support the VISTA with transportation, food expenses, and/or other living costs - Below is an option for how we can break this down. All payments must be paid directly to the vendor.
 - \$7,800 paid directly to landlord to cover rent (we will need your landlord or an invoice to pay directly)
 - \$100 - Monthly Grocery Store Gift Card (\$1,200)
- Peer support through weekly cohort meetings-encouraging VISTA team reliance and resilience through supporting each other during their year of service

How to Apply:

You can apply to this position two ways:

1. My AmeriCorps.gov Application
 - a. Visit this [link](#) and apply to the position through the my.AmeriCorps.gov system
 - i. Note: The myAmeriCorps system is sometimes finicky and can be hard to update – if that website says “no longer accepting applications,” please feel free to reach out to our team via email at vista@compact.org to check.

ii. For support using the my AmeriCorps portal, please see this [document](#).

2. Apply Directly to the Site

- a. Reach out to the site contact, Kyle Muña, via email at kylemuna@stanford.edu, with your resume and cover letter. Title the email “VISTA Application: Your Name” to ensure it’s not missed
 - PREFERRED METHOD: Apply through the [Stanford & Community Partner AmeriCorps VISTA Interest Form](#); we will reach out to schedule interviews upon completion. For questions, please contact Kyle Muña via email at kylemuna@stanford.edu

Deadlines:

The last day to submit an application for this position is May 15, 2024; however, positions are filled on a rolling basis, and we recommend applying as soon as possible.