



Position Announcement
September 5, 2017



Position: AmeriCorps Transition Specialist
Location: Bend, Oregon
Start Date: October 2, 2017

Project Summary: The Heart of Oregon Corps is seeking ONE AmeriCorps Transition Specialist who will complete 1700 hours of service over 9 months (Oct-June). Under the direction of the Program Director and Program Coordinator, the Transition Specialist will help young people in our community succeed in an innovative training program to reorient their lives, nurture their leadership skills, and empower them to make a difference in their community. The Transition Specialist will do this by training and preparing part-time Corps members, both in the field and in the office, to ensure they are able to gain and maintain employment or post-secondary education placements when they complete their AmeriCorps term of service. This position will provide one-on-one and group support focused on developing and implementing transition plans for each member. He/she will teach Career Planning classes, develop career readiness portfolios, and track member development/training opportunities. They will be responsible for completing follow-up with employers and employed alumni to meet follow-up data requirements and track data in a timely fashion.

Benefits:

- A taxable \$12,630 (pre-tax) living allowance dispersed bi-weekly over 9 months.
- Basic medical insurance (health and dental for member only).
- Paid Federal holidays, sick time, and vacation days.
- Student loan forbearance (for qualifying federal student loans).
- A \$5,920 education award granted upon successful completion of the program.
- Professional development and training opportunities such as: First Aid/CPR, Wilderness First Responder, Chainsaw certification, career planning, volunteer management, public land stewardship, and youth development. AmeriCorps trainings and conferences as assigned.
- Opportunity to live, travel, and serve in Central Oregon.

To Apply: Questions? Please call Amy Gillette at 541-633-7834. Submit cover letter, resume, and two references to amy.gillette@heartoforegon.org, or fax to 541-306-3703, or mail to: PO Box 279, Bend, OR 97709. Phone interviews will take place the week of September 25, 2017. **Applications due September 21, 2017.** Early submission of applications is encouraged!

All-Agency Duties and Responsibilities

- Uphold HOC's mission, vision, and values.
- Conform to HOC's policies, procedures, and protocols.
- Interact with all Corps members and staff with high ethics, accountability, and confidentiality.

Specific Duties (to include, but not limited to)

- Facilitate the Career Pathways Curriculum and College Exploration Activities.
- Recruit and engage employers and volunteers for youth development, career planning, and community outreach.
- Participate in activities related to the recruitment of potential community partners.
- Organize job fairs, college visits, and job shadowing opportunities for Corps members.
- Provides structured training consistent with each member's targeted vocational goals.
- Coordinate certificate and training opportunities for members.
- Assist part-time members in developing a career readiness portfolio and transition plan.
- Engage in and facilitate participant and alumni job and college placement, advancement, and retention through activities such as job search and development, college access activities, the Heart of Oregon Alumni Network, and individual job counseling.
- Complete follow-up with employers and alumni to meet data requirements and track data in a timely fashion.
- Develop and deepen partnerships with local businesses and academic institutions.
- Recruit and support program and agency volunteers.
- Take part in AmeriCorps Evaluation.
- Complete general office duties related to position's project (filing, phone calls, etc.).
- Assist in the delivery of other program services as assigned to the extent that it is not in conflict with the primary position responsibilities or any AmeriCorps provision including the AmeriCorps Prohibited Activities.

Required Qualifications

- High school diploma and two years college coursework in education, human services, or equivalent work experience. Bachelor's degree preferred.
- 21 years of age or older, at beginning of service term.
- Valid driver's license.
- U.S. citizen, national or lawful permanent resident.
- Ability to commit to the full term of service for which they are applying.
- Ability to pass a drug test.
- Must successfully pass a fingerprint criminal history background check provided through the State of Oregon Clearinghouse, FBI criminal identification systems, the member's home state, and upon a satisfactory report from the National Sex Offender Registry.
- Regular and reliable attendance and dependability.
- Excellent interpersonal and problem-solving skills; ability to relate to a wide range of issues, people, and institutions.
- Excellent attention to detail, accuracy, and completeness of tasks.
- Excellent oral and written communication skills and ability to write professional communication.
- Utilize office processes, procedures, and technology efficiently to complete work, using various software systems including Microsoft Office Word, Excel, and PowerPoint.
- Ability to relate sensitively to a multiracial and multicultural group of young people. Respect for the ideas and intelligence of young adults.

Preferred Qualifications

- Prior working or volunteer experience working with non-profits, education, employment, public relations, and/or human relations.
- Excellent professional presentation, communication, and networking skills and the ability to professionally market our members to employers.
- Skilled at taking initiative, problem solving, and working independently.
- Ability to produce self-directed, organized, high quality work.
- Willingness to work a flexible schedule and travel within Central Oregon.

**Physical
Requirements:**

Light work: exerting 1-20 lbs of force occasionally. Repetitive motions-frequent use of upper and/or lower extremities in a repetitive motion to use computer and telephone. Ability to communicate in-person and via technology one-to-one and groups of all sizes.

Travel:

Position requires frequent local travel in HOC vehicles. Occasional overnight travel required. Occasional use of personal vehicle with mileage reimbursement required. Must not have any major traffic violations or citations.

Hours:

Mon-Fri with some evenings and weekends required. Must have a flexible schedule to respond to activities at a short-notice.