MSU Center for Community Engaged Learning

AmeriCorps VISTA Position Description

Application Deadline: December 20, 2021

Position Start Date: January 18, 2022

Organization: Michigan State University, Center for Community Engaged Learning, in partnership with the Michigan Community Service Commission

Location: MSU East Lansing Campus

Overview: The MSU Center for Community Engaged Learning (CCEL), in partnership with the Michigan Community Service Commission, is accepting resumes for an AmeriCorps VISTA – Programming and Youth Resources Coordinator position.

About the Organization: In partnership with campus and community, the CCEL advances community engaged learning at Michigan State University and prepares students for lifelong civic and social responsibility in an increasingly diverse and complex global society.

Summary of Responsibilities:

- Serve as part of a team to develop strategies and programs which increase opportunities for youth (ages 18-24) volunteers in ways which are inclusive.
- Identify and make accessible community resources which will help youth (ages 18-24) with excelling in school and pursuing future goals through service and engagement.
- Assist with enhancing or developing systems to recruit, engage and manage volunteers for programs
- Guide youth (ages 18-24) with being involved in making a difference in their communities through service and having a voice in implementing change
- Help with implementations, updates, data entry, and promotions of the new volunteer matching system
- Attend meetings with non-profits, business leaders, campus leaders and students
- Support and assist with other MSU volunteer programs

Qualifications:

- Must be able to serve full time for one year; December 6, 2021, thru December 5, 2022
- College degree preferred; some college acceptable
- Absolute ability to maintain student and organizational confidentiality
- Ability to problem solve, exercise good discretion and judgement when making independent decisions
- Ability to solve practical problems and deal with a variety of systems, agencies, data and individuals while exhibiting excellent communication skills
- Possess and demonstrate skill and experience in effectively coordinating multiple projects with short deadlines
• Ability to work with variety of systems, agencies, date and individuals while exhibiting excellent communication skills
• Ability to maintain records and prepare verbal and written reports
• Ability to establish and maintain effective working relationships with administrators, employees, consumers and community members

Those interested please send a Cover Letter and Resume to:

K.C. Keyton at keytonkr@msu.edu for Questions Contact: 517-353-4400.

Compensation: This position is a one-year commitment to serve with AmeriCorps VISTA. You will receive a modest living allowance to cover basic living necessities during the year of service, a $6,095 education award (receive upon successful completion so one-year term to put towards education expenses like student loans or for future education), health coverage, childcare coverage, on campus meals, and a MSU parking pass as well as many additional benefits.

Information on AmeriCorps VISTA Program: This VISTA position is a national service position through the AmeriCorps VISTA program. AmeriCorps VISTA members build capacity in nonprofit organizations and public agencies to help them more effectively generate the commitment of private sector resources, encourage volunteer service at the local level and empower individuals and communities. AmeriCorps VISTA Member, please visit: https://www.nationalservice.gov/programs/americorps/americorps-programs/americorps-vista

Job Type: Full-time