



## **National “I Have A Dream” Service Description Program Associate - AmeriCorps VISTA Leader**

**Host Site:** “I Have A Dream”® Foundation - New York City, New York

“I Have A Dream” is seeking applicants for a full-time AmeriCorps VISTA Leader position for a January through December service term\*. The AmeriCorps VISTA Leader will help further our ability to increase our capacity and sustainability to deliver services to the youth in our program (“Dreamer Scholars”) and their families across the country. The VISTA leader will help IHDF expand and build the capacity of the VISTAs across the country. They will provide support and coordination for the members to increase project impact in their respective placements. The VISTA leader will provide support through assistance with recruiting, training, mentoring and ongoing support of AmeriCorps VISTA members. The AmeriCorps VISTA Leader will play a vital role on small and emerging teams with significant opportunities for growth and experience-building.

The “I Have A Dream”/AmeriCorps VISTA partnership is the result of a collaboration between National “I Have A Dream” and the Corporation for National and Community Service (CNCS). “I Have A Dream” is an economic empowerment program, whose aim is to prevent high-school dropout and engage low-income students in post-secondary success through a long-term, whole-child approach to access education.

**Service Position Title:** Program Associate - (AmeriCorps VISTA Leader)

**Immediate Supervisor:** Site Program Director

**Service Position Summary:**

- Support National AmeriCorps VISTA Site Program Director & affiliate AmeriCorps VISTA members who will help build the capacity of small or new affiliate locations.
- Design an effective volunteer (tutors/mentors) recruitment, development and evaluation strategy at the national level.
- Support affiliate growth and development by researching and writing grants and coordinating community and fundraising events.
- Support national staff efforts to streamline current systems and standardize practices to better assist affiliates with growth and to increase the number of affiliates in high-poverty areas.
- Help improve systems, streamline technical assistance, and strengthen development processes and effectiveness.
- Assist with marketing, public relations and outreach activities to build national partnerships.
- Create social media posts and develop PR materials.
- Develop, collect, organize and analyze data, including surveys and enter on the Salesforce database.
- Maintain records related to donors and activities such as students' grades, academic records, school attendance, “I Have A Dream” participation, results of one-on-one intervention, and family involvement.
- Perform clerical functions in the site’s administrative office in support of the program.

**Commitment and Benefits:** Full-time position for **12 months of service (40 hours per week).**

Includes the following benefits:

- A pre-tax annual **living allowance** of **\$29,200** (paid bi-weekly)
- A [Segal AmeriCorps Education Award](#) of **\$6,495** received after the successful completion of the term of service (can be used for post-secondary education, vocational school, graduate school, or to pay back student loans and is matched by many schools); or an **\$1,800** cash stipend
- Eligible for **student loan forbearance** during year of service
- **Health insurance** as part of the [AmeriCorps health plan](#)
- **Child care**, if eligible
- **Remote work** arrangements can be made on an as-needed basis

**AmeriCorps VISTA Leader will primarily work/collaborate with:**

- Other AmeriCorps VISTA members and “I Have A Dream” staff
- Elementary through college-aged students
- Business community, organizations & other local nonprofits and community partners

**Training opportunities provided:**

- Initial AmeriCorps Training / Orientation to “I Have A Dream” and AmeriCorps VISTA
- Bi-Monthly on-site AmeriCorps VISTA meetings/workshops
- Others as scheduled

**Support:** The AmeriCorps VISTA Leader will receive support from several “I Have A Dream” staff members in the organization. This includes:

- Monthly 1:1 check-ins with Site Program Director (direct supervisor)
- Annual 1:1 check-ins with AmeriCorps Site Director
- AmeriCorps Professional Training days
- Inclusion in all-staff meetings, including encouraged access to organizational leaders

**Requirements:** To be eligible to serve as an AmeriCorps VISTA Leader, one must be at least 17 years of age (no upper age limit); Pass a criminal background check; and Hold one of the following citizenship or legal residency statuses: US citizen, US National, Lawful Permanent Resident (i.e. Green Card status), and persons legally residing within a state. Examples of persons legally residing within a state may include those holding the following classifications: refugee, asylee, temporary protected status throughout VISTA service, and holding Deferred Action for Childhood Arrivals (DACA) status.

**Selection Criteria:** We are seeking self-motivated, compassionate applicants who enjoy working on behalf of young people and diverse individuals, including Dreamers, their families, “I Have A Dream” staff and sponsors, teachers and school administrators, and members of the community. Successful candidates will have a passion for social justice and educational equity, the flexibility to work with organizations in an active growth phase, strong attention to detail, and the ability to analyze and streamline systems in order to solve problems. A bachelor’s degree and/or equivalent experience in education or human services is **preferred**.

**Application Process:** If you are interested in applying, please submit an AmeriCorps VISTA Leader online application – instructions are available at [AmeriCorps](#). [To find our posting, enter I Have A Dream - VISTA Program in the search for Project section.](#) You may also contact Danny Morris, Director of National Programs at [danny.morris@ihaveadreamfoundation.org](mailto:danny.morris@ihaveadreamfoundation.org). AmeriCorps VISTA applications, resumes and references will be considered as they are received. We will conduct the review and interview process until all positions are filled.

*\* The actual start date is dependent on annual approval of federal funding, and on the grant funding cycle, which is determined by the Corporation for National and Community Service.*

The “I Have A Dream” Foundation is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and people who identify as LGBTQ+.