

## **AmeriCorps Assistant Director**

### **Who we are:**

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

We are currently seeking a **full-time AmeriCorps assistant director** for our AmeriCorps office at 850 Grand Street in Brooklyn.

### **What you'll do:**

- Maintain and evolve the existing management system that will sustain recruitment, onboarding, enrollment, service compliance, professional development, and retention of AmeriCorps volunteers
- Manage task supervision, member schedules, and other member-related communications
- Maintain compliance of member folders with programmatic documents, work products, evaluations, and professional development for both AmeriCorps contracts
- Attend all AmeriCorps meetings and trainings, as required by contract agreement
- Monitor program sites to ensure that project requirements and objectives are met on a timely basis
- Work directly with assigned schools' alumnae to provide post-graduation supports and create an alumnae network

### **Program Implementation**

- Develop outreach and enrollment strategies that involve St. Nicks Alliance internal departments, school partners, and the community, to satisfy AmeriCorps contract fulfillment for 71 AmeriCorps Members
- Develop alumni activities and opportunities to help members with next steps after service year(s) and to help promote the AmeriCorps program to prospective members
- Develop individualized progress reports of AmeriCorps members at host site locations
- Coordinate program planning meetings and training activities, including full participation of the AmeriCorps members in training
- Conduct visits for Career GPS sites to provide technical support to program site coordinators, interview members, and ensure 100% of in-person volunteer services
- Assume additional, related responsibilities, as assigned or agreed upon with your supervisor

### **What we are looking for:**

- Associate degree or bachelor's degree, preferred in a related field
- Two years of demonstrated successful professional experience in youth development
- Demonstrated ability to manage young adult program(s)
- Excellent verbal, written communication, and interpersonal skills
- Strong analytical/problem-solving skills
- Proficient in Microsoft Office, Google Suite, and computer navigation
- Experienced in developing workshops, trainings, and partnerships
- Self-Starter, team player, adaptable, flexible, and highly organized
- Culturally sensitive and competent
- Bilingual ( English and Spanish)

### **What's in it for you:**



# St.Nicks Alliance

*Where Opportunity Grows*

- compensation range: \$40,000 - 45,000 *(The actual compensation will depend on a variety of job-related factors which may include geographic location, work experience, education, and skill level.)*
- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

## **How to apply:**

Please send your resume and thoughtful cover letter to [abaldwin@stnicksalliance.org](mailto:abaldwin@stnicksalliance.org) , with “ AmeriCorps Assistant Director ” in the subject line.

*St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.*

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