



Job Title: NYC Civic Corps Member, Volunteer Recruitment Specialist

Employment Type: AmeriCorps Member Position

Hours: Full Time, 10 month position

Schedule: September 2017 – July 2018

Living Allowance: \$14,300 (pre-tax)

Number of Openings: 2

Application Deadline: Priority Deadline is May 31, 2017, and Final Deadline on June 16, 2017

Organization Overview: Let's Get Ready provides low-income high school students with free SAT preparation, admissions counseling and other support services needed to gain admission to and graduate from college. Services are provided by volunteer college students who also serve as role models and mentors. LGR was founded in 1998 by a Harvard undergraduate. Since then, Let's Get Ready has served more than 25,000 low-income high school students with the mentoring power of 9,000 trained volunteer college Coaches. In partnerships with colleges, high schools and community organizations, programs stretch from Maine to Pennsylvania.

Each year, NYC Service, in the Office of the Mayor, places 100 AmeriCorps members (NYC Civic Corps) at 50 City agencies and community-based organizations to serve a service term lasting from September to July (10 months). These AmeriCorps members serve full-time to build volunteer management systems and leverage 50,000 volunteers who address impact areas that are priorities of New York City and the nation, including Disaster Services, Economic Opportunity, Education, and Healthy Futures.

NYC Service promotes volunteerism, engages New Yorkers in service, builds volunteer capacity and mobilizes the power of volunteers and National Service members to impact NYC's greatest needs. Our vision is to inspire and empower all New Yorkers to volunteer and serve New York City and each other.

Position Overview: NYC Civic Corps builds volunteer capacity and volunteer management systems at community-based organizations and city government agencies in New York City. Community volunteers increase the quality and quantity of services delivered to underserved and vulnerable individuals in all five boroughs, including in the areas of Disaster Services, Economic Opportunity, Education and Healthy Futures. This meaningful service in the community also results in increased health, happiness, and civic engagement in the volunteers—and AmeriCorps members—who are providing those services in their community.

All Civic Corps members are required to have bachelor's degrees and must be citizens, nationals, or permanent residents of the United States. They serve a minimum of 1,700 hours



over an approximately 10-month period (September 6, 2017-July 13, 2018). They are also subject to a background check in compliance with AmeriCorps regulations.

Position Responsibilities:

- Create replicable, annual recruitment work plan and processes to strengthen Let's Get Ready's volunteer recruitment and management capacity.
- Expand Let's Get Ready's reach and network of relationships to build pipeline of active volunteers, representing Let's Get Ready on college campuses and networking events.
- Personally recruit, train, and/or manage volunteer college students to serve as SAT tutors, college mentors, and field coordinators; additionally recruit episodic (single event) adult volunteers.
- Manage program data entry and communications, keeping accurate and meticulous records that can be utilized for future recruitment cycles

Qualifications:

- Interest in and familiarity with issues surrounding educational equity and vision for the impact of near-peer mentoring
- Commitment to the incredible power and capacity of college student volunteers
- Exceptional communication, time management, and problem-solving skills; detail-oriented
- Strong ambassadorship skills; comfortable engaging people from diverse backgrounds, presenting to groups, and building relationships with college or partner agency staff
- Experience analyzing data and creating high-quality, complex, comprehensive written reports
- Ability to work independently and as part of a team
- Project management experience and strategic/systems-building capability
- Fluency in Microsoft Office programs (Word, Excel, Powerpoint)
- Some experience using SalesForce or a related database platform (preferred)

How to Apply: Apply online at <https://www.nycservice.org/initiatives/3>. If you are selected for NYC Civic Corps, please specify in your application and your phone interview that you are interested in placement with Let's Get Ready. Please email careers@letsgetready.org once you have applied, verifying that your application has been submitted to the NYC Service Office.

Priority Deadline: May 31, 2017

Final Deadline: June 16, 2017