



**Job Title:** NYC Civic Corps Member, Volunteer Recruitment Specialist

**Employment Type:** AmeriCorps Member Position

**Hours:** Full Time, 10 month position

**Schedule:** September 2018 – July 2019

**Living Allowance:** \$14,300 (pre-tax) plus MTA monthly metrocard

**Number of Openings:** 2

**Application Deadline:** Priority Deadline is May 11, 2018, and Final Deadline on June 29, 2018

**Organization Overview:** Let's Get Ready provides high school students from low-income backgrounds 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. 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. 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.***

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**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 4, 2018-July 12, 2019). 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
- Provide coaching support in high-need recruitment areas

**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
- Occasional evening work hours
- 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 <http://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](mailto:careers@letsgetready.org) once you have applied, verifying that your application has been submitted to the NYC Service Office.

**Priority Deadline: May 11, 2018**

**Final Deadline: June 29, 2018**