



## AmeriCorps Member Assignment Description

<b>Title of NYC Civic Corps Member:</b> Community Volunteer Coordination AmeriCorps member
<b># of Members Assigned to Project:</b> 2
<b>Sponsoring Organization:</b> NYC Service, Office of the Mayor
<b>Project Name:</b> NYC Civic Corps
<b>Name of the Host Site Organization:</b> Make the Road New York
<b>Location:</b> Location #1- 92-10 Roosevelt Avenue, Jackson Heights Queens 11372 Location #2: 301 Grove Street, Bushwich, Brooklyn 11237 (Members will be based at either of the two offices, though there may be occasional visits to other sites.)
<b>Schedule:</b> Our office hours are typically between 9 am and 5:30 pm, Monday through Friday. However, we may schedule additional hours outside of these times to better accommodate each other's needs. We work together and communicate continuously to ensure support.

### About NYC Service' AmeriCorps Program:

NYC Civic Corps, an AmeriCorps program launched in 2009 by NYC Service, recruits and places AmeriCorps members to serve full-time from September 1, 2023 to June 2024 at select nonprofit organizations. NYC Civic Corps members build, develop, and grow volunteer programs by recruiting, managing, and engaging volunteers to address impact areas that are priorities of New York City.

### Goal of Project:

AmeriCorps members at MRNY will build capacity by recruiting and training volunteers to help long-time immigrant community members and newly arriving immigrants to NYC. Volunteers will assist in MRNY's food pantries, ESOL and Civics classes, digital literacy and navigation programming, and beyond, via projects across the organization supporting health, education, civic engagement, financial and survival services.

The AmeriCorps members will develop and implement a revised volunteer management and tracking system, participate in strategic program design and management, speak publically in-house and to partner agencies, receive mentorship and participate in MRNY's professional networking events and social functions.

### Tasks & Responsibilities (not limited to):

- Learn about department work plans and goals, review assignment description and work plans on a regular basis
- Learn about digital equity, food pantry, adult education programs, and other programs and projects in the organization to participate in recruiting and supervising volunteers during implementation.
- Learn about community needs and resource assessments and assess needs on a regular basis, learning constantly from all stakeholders and implementing improvements to their work.
- Meet with volunteers, organizational leadership, staff, and other community stakeholders
- Update volunteer roles, outreach materials, update listservs and partner databases to conduct volunteer outreach
- Recruit volunteers across organization and match them to fitting positions
- Communicate with volunteers and staff on a daily basis
- Work with staff to understand and develop volunteer training

- Supervise volunteers and capture/document their impact
- Participate in learning/professional development activities and presentations
- Improve and implement volunteer recognition, participation, and retention efforts
- Tracks data and help bring newly-designed volunteer management system to implementation

#### **Program Benefits:**

- Professional guidance, professional development training and opportunities, professional connections and networking opportunities
- \$21,000 over 10 months (roughly \$2,100 per month pre tax)
- Segal AmeriCorps Education Award: \$4,826 (upon completion of program)
- Monthly MetroCard (valued at \$1,270 )
- Access to our food pantries in Queens and Brooklyn
- Health coverage and child care assistance as needed (through NYC Service: to see all AmeriCorps stipends and benefits go to: [my.americorps.gov](http://my.americorps.gov))
- ...and other perks and benefits!

#### **NYC Service Program Eligibility:**

- 18 years or older (no upper age limit)
- U.S. citizen, U.S. national, or lawful permanent resident
- High school diploma or equivalent

#### **Skills and Qualifications:**

- **Bilingual (English/Spanish) required**
- **Strong commitment and connection to the vision and mission of Make the Road NY-** Posses a great desire to learn about social equity matters affecting Black and brown immigrant and working class communities in NY and to ‘be part of the solution’; demonstrates great empathy for the communities we serve, and is interested in learning about popular education.
- **Tech Savvy and interested in digital literacy-** possesses working knowledge of Microsoft Word, Excel, Powerpoint, Zoom, emailing and surfing the internet. Must be computer savvy.
- **Autonomous and with a great sense of “follow-through”** - Places a high priority on ensuring tasks and projects are completed without requiring close supervision. (a.k.a. not letting the ball drop).
- **Great Communication Skills** - can communicate thoughts in an understandable manner, communicates respectfully, thoughtfully and with empathy, eager to communicate proactively in order to keep staff informed about progress of projects and to move projects forward.

**To be considered:** Participants can reach out to *Mónica Robles* ([Monica.Robles@maketheroadny.org](mailto:Monica.Robles@maketheroadny.org)) for an interview. Please note that participants will need to apply formally via [my.americorps.gov](http://my.americorps.gov)