

Timeline for Recruiting AmeriCorps members

4/25-30: Interviews for returning members.

5/1-10/2: Circulate position publicity.

5/14-10/31: Interviews.

5/15-8/18 On-Site Shadowing for incoming members at potential service site. Must be between five-15 hours. Shadow requirements may decrease as time progresses or for urgency of filling position.

7/20: End of the Year Evaluations from Supervisors on current members.

8/10: End of 2017-2018 term.

8/16: AmeriCorps Supervisor Training.

8/21: Paperwork day for all members including fingerprinting, I9, Netchex, and e-verify.

9/4-7, 10: First week of service.

9/11: September 11th National Day of Service.

Birmingham Education Foundation Seeking AmeriCorps Member

Birmingham Education Foundation is recruiting a Program Specialist AmeriCorps member through the YWCA's *Building Communities, Bettering Lives* AmeriCorps program. Qualified candidates interested in a full year of paid service to the community should have experience in **the following.**

- Developing and implementing programs that align with the organization's mission and support the organization's goals.
- Developing or refining program curriculum components, materials, and handouts
- Preparing and distributing materials for sessions and events
- Sustaining relationships with major corporate and post-secondary partners
- Tracking student attendance and progress against program goals
- Maintaining data collection and analysis protocols
- Maintaining relationships with students, educators, schools, community residents, and partners
- Support Program manager in creating reporting documents and presentations
- Coordinating multiple activities for the organization, including fundraising, budgeting, and community outreach. Assisting with recruiting and managing volunteer pool of 500+ people

Benefits include:

- Stipend of \$1100/month (pre-taxes)
- An educational award of \$5,920 upon completion
- Health insurance for the individual (full-time members only)
- Student loan forbearance and interest accrual
- Child care subsidy and SNAP eligibility for those who qualify
- An opportunity to serve with some of Birmingham's premier nonprofit organizations
- Extensive personal and professional development

The AmeriCorps positions start September 2018 and conclude August 2019. The position is located in Birmingham, AL and serves Monday through Friday during normal business hours. Some evening or weekend service is required. However, our programs typically are scheduled during the regular school day. Men and women are encouraged to apply. A bachelor's degree is required. A passion for serving the community and commitment of one year is expected of all. Extensive background checks are performed on members.

Please view the AmeriCorps power point and complete the application for the *Building Communities, Bettering Lives* AmeriCorps program found at: <http://www.ywcabham.org/amerikorps>. **Please email a resume, cover letter and three choices for which you desire to be considered to: americorps@ywcabham.org. Phone calls and unscheduled visits are discouraged.**

AmeriCorps is akin to Peace Corps for citizens who desire to serve within nonprofits in the United States to help with capacity building and direct service. YWCA Central Alabama is an equal opportunity employer committed to providing a workplace free of unlawful discrimination. As such, the YWCA Central Alabama does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, sexual orientation, age, or physical or mental disabilities.