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***Youth Outreach Specialist Full Time***

**Community and Economic Development Office**

This AmeriCorps position will serve as part of CEDO’s AmeriCorps program. Our 10 AmeriCorps members will receive training and provide direct service to support economic opportunity for individuals from underserved populations, support innovative responses to pressing community problems, and capacity building for organizational change, with City departments, state agencies and nonprofit organizations in Burlington, Winooski, and surrounding areas. At the end of the program year AmeriCorps members will be responsible for improved economic opportunity through training and mentoring opportunities.

This AmeriCorps member will develop relationship with students, agencies, parents, and community leaders to help them understand, connect and better network with City opportunities. This member will help identify students and youth and encourage participation and collaboration among youth organizations. They will help identify and eliminate barriers to participation such as process, cost, climate or transportation and share perspectives about how to best serve diverse populations in the City.

**Key Responsibilities:**

* Coordinate collective community efforts to reduce disparities for youth through direct outreach and activities with community youth programs, schools and youth
* Engage stakeholders in advancing local MBK strategy of connecting youth to City’s programs and employment
* Research municipal tools, resources, and examples that help advance social justice, diversity and equity, youth empowerment, employment, and accessibility
* Advancecommunity awareness and connectedness about City and community events and initiatives through social media engagement tools
* Pre and post survey program participants
* Gather data on participant demographics
* Develop relationships with local organizations to increase youth programming opportunities
* Serve closely with the CEDO’s Community Development Specialist in all aspects of the
* Other responsibilities identified by supervisor

**Secondary Responsibilities:**

* Identify ways in which all of City youth programs and events can be better youth populations
* Create and manage a social media account for youth and MBK initiatives
* Other responsibilities identified by supervisor

**Skills and Qualifications:**

* **Knowledge** about Burlington’s neighborhoods and community initiatives
* **Self-awareness** in personal reflection, ability to perform activities cooperatively and receive and provide guidance.
* **Experience** serving with people from diverse backgrounds and experiences
* **Self-initiative** to drive projects and tasks forward with collaboration and communication
* **Leadership** to serve as an integral part of a team of energetic and committed individuals
* **Commitment** to supporting community needs and promoting healthy dialogue
* **Background** in community development preferred, no specific educational degree is required

**Minimum Qualifications:**

* US citizen (or have permanent resident status)
* At least 18 years of age upon entering the Pre-Service Orientation (no upper age limit), or 17 years of age with written parental permission;
* High school graduate or have a GED certificate, or be willing to work towards GED as part of service-year successful completion requirement.
* Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check
* Commitment to the goals of the CEDO AmeriCorps program

**Additional Information:**

Service conditions will be indoor and outdoor, in all-weather conditions.

AmeriCorps member must meet these physical or mental/reasoning requirements:

1. Seeing
2. Color perception
3. Hearing/listening
4. Clear speech
5. Reading – basic
6. Reading – complex
7. Work alone
8. Work with others
9. Face to face contact
10. Climbing
11. Pushing/pulling
12. Math skills – basic
13. Clerical
14. Outdoor conditions
15. Lifting
16. Carrying
17. Driving
18. Inside work environment
19. Analysis/comprehension
20. Judgment/decision making
21. Moves objects

Positions begin September 12th, 2016 and end August 12th, 2017.

This position is: (check one)

\_X\_**Full Time position** requires 1,700 hours (average 40 hours per week) for one year. Member benefits include a living allowance of $14,000 (pre-tax), and an education award of $5,775 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and substantial training opportunities.

This position (check one)

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\_\_does not

have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

**To Apply**: Send a resume, cover letter and two (2) references to CEDO’s AmeriCorps Program [americorps@burlingtonvt.gov](mailto:americorps@burlingtonvt.gov) **Please send as one PDF document with email subject line listing the position title.**

Application deadline for member: Until filled

Additional information on AmeriCorps is available at [*www.americorps.org*](http://www.americorps.org) *.*

**The Community and Economic Development Office of The City of Burlington sponsors this position through the AmeriCorps program and will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact 802-865-7516.**