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***Diversity, Equity, and Multiculturalism Coordinator***

**Spectrum Youth & Family Services**

This AmeriCorps position will serve as part of CEDO’s AmeriCorps program. Our program will have 10 members who will receive training and provide direct service to support economic opportunity for individuals from underserved populations, 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.

Spectrum Youth & Family Services empowers teenagers, young adults, and their families to make and sustain positive changes through prevention, intervention, and life skills services. The member will serve as a support to the Multicultural Youth Program. coordinating the second Multicultural Youth Conference and facilitating the youth leadership planning committee.

The AmeriCorps member will support the Diversity Committee and move ahead on all strategic plan items. Their contribution to the agency’s cultural competency will create a long-term and sustainable framework for successfully reaching and expanding our work with anyone experiencing oppression as well as successfully serving our employees by creating an inclusive, affirming, just, and culturally competent work environment.

**Key Responsibilities:**

Support the development and operation of the Multicultural Youth Program (MYP), including:

Coordination and organization of the Multicultural Youth Leadership Conference

Serving as facilitator for the conference’s Youth Leadership Planning Committee

Participating in community engagement events and youth groups sponsored by MYP and other partnering community organizations

Supporting volunteers for the conference

**Secondary Responsibilities:**

Supporting the Diversity, Equity, and Inclusion Team and engaging in continual assessment of the organization’s cultural competency

Implementing the multi-year action plan toward inclusion at Spectrum, including planning trainings for staff and working among clients and staff in all departments to enhance cultural competency

Provide cultural competency tools and examples of diversity and equity initiatives to clients and staff

Research tools, resources, and examples that help advance issues of racial justice locally

Facilitate dialogue about race, culture, social justice and how to bring theory into practice

Promote a better understanding between individual bias and systemic racism

Encourage collaboration, trust and connectedness within Spectrum staff and clients

**Skills and Qualifications:**

Knowledge about the community’s ethnic and cultural diversity is necessary

Strong communication and interpersonal skills

Creativity and innovation: ability to see opportunities and develop new approaches for organizing across difference

Collaborative spirit: ability to lead and work as an integral part of a team of energetic and committed people

Self-direction: ability to take initiative and be self-sufficient enthusiastic leader of change

Communications: skilled in speaking directly but sensitively about issues of race, class, gender, sexuality, and other aspects of diversity and oppression within an institutional framework

Cohesive value system that includes a nonjudgmental attitude regarding reproductive choice, parenting options and substance abusing clients

Displays a caring, responsive, and respectful attitude towards others.

Commitment to addressing dynamics of power, privilege and oppression on an individual and institutional level

Skilled at holding space for multiple perspectives and experiences in diverse settings such as one-on-one meetings and large multi-disciplinary team meetings and be a

Self-reflective, critical thinker, interested in giving and receiving feedback in the interests of professional growth and learning.

Experience with community youth work

Confidentiality with respect to clients and the identity work in which this service provider will be engaging.

**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 is to be performed in an office setting and the AmeriCorps member will be expected to remain professional and confidential when working with clients and staff.

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.

**\_ Half Time position** requires 900 hours (average 20 hours per week) for one year. Member benefits include a living allowance of $7,406 (pre-tax), and an education award of $2,888 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and substantial training opportunities.

This position (check one)

X does

\_\_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: August 24th

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.**