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***Team Leader and member support***

**CEDO AmeriCorps Program**

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.

Our Team Leader will support the AmeriCorps team in achieving its performance measures of Economic Opportunity through training and mentoring opportunities.

**Key Responsibilities:**

Support AmeriCorps\*State members in their learning and development and to be effective in their service site.

Develop and support training experiences for members and clients to improve economic opportunity through employability skills

Assist CEDO AmeriCorps team to increase the City of Burlington’s capacity to support and supervise an expanded National Service Program.

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**Secondary Responsibilities :**

Promote diversity and inclusion across the City/State

**Skills and Qualifications:**

* **Knowledge** of Burlington’s ethnic and cultural diversity is necessary
* **Direct**: Experience working with people from diverse backgrounds
* **Creativity** and **innovation**: ability to see opportunities and develop training and mentoring services for members of underserved communities
* **Prior** National Service or **experience** leading a diverse team is desired
* **Self direction**: ability to take initiative and be self-sufficient in a small organization environment
* **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
* **Collaborative** **spirit**: ability to lead and work as an integral part of a team of energetic and committed people
* **Commitment**: to addressing dynamics of power, privilege and oppression on an individual and institutional level

**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 to be performed both in a traditional office setting and off site with other members at their service site. Mostly traditional office hours but some evenings and weekends expected.

Position begins September 1th, 2016 and end August 12th, 2017.

This position is: (check one)

\_\_**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.

**\_X\_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)

\_\_does

\_X\_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: Open 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.**