



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
(802) 865-7144 • (802) 865-7024 (FAX)
www.burlingtonvt.gov/cedo



AmeriCorps Outreach Associate Half Time

Generator Makerspace in Burlington, VT

This AmeriCorps position will serve as part of CEDO's CONNECT AmeriCorps program. Our members will receive training and provide direct service to support the program goals to expand culturally appropriate youth programming and family supports, to close opportunity gaps in education and career, and promote STEM awareness and participation. Members will strengthen connections for youth to skill building for education and career development, with outcomes of increased school engagement, or strengthened skills in STEM subjects leading to college or career in growth areas. Youth engagement in schools and in our communities, through expanded learning opportunities in and out of school, reduces risky behavior and leads to safer communities. Our members will provide innovative responses to pressing community problems with city departments, state agencies, education institutions and nonprofit organizations in Burlington, Winooski, and surrounding areas of Chittenden County.

It is our hope and expectation that Generator advances several goals:

- Welcome, host and connect makers in a makerspace where we all work, learn, develop ideas, grow businesses and have fun.
- Provide our community access to high-end equipment.
- Create workforce development/training in next-generation manufacturing tools and techniques and help to catalyze and strengthen Vermont's creative and entrepreneurial economy.
- Provide support and networking among makers and creative thinkers.

Generator Mission: Generator is a combination of business incubator, artist studios and classroom at the intersection of art, science, and technology. We provide tools, expertise, education, and opportunity – to enable all members of our community to create, collaborate, and bring ideas to fruition.^[1]_[SEP]

Goal of Position & Service Projects

1. Bring greater diversity to the Generator community by reducing barriers to membership for underserved populations including women and girls, people of color, new Americans, and underserved youth.





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2. Increase Generator's visibility and utility in the larger Burlington community by partnering with local organizations to provide skill-building opportunities for their low-income and under-served beneficiaries. These organizations include schools, youth organizations, or social service providers
3. Delivery of training curricula to a school or community youth program & Summer activity camps

Key Responsibilities:

Generator is looking for an AmeriCorps Outreach Associate with strong organizational and communications skills to assist with our Community Outreach programs. The position will report to the Community Outreach Coordinator to support with community partnerships with public schools, King Street Center, Spectrum Youth and Family and other youth non profit service providers, in order to implement Design Lab, our new K12 STEM based workshops and vocational trainings. The member will coordinate education special events, class visits, and events with non-profit partners; and build relationships with local youth. The member will attend AmeriCorps and site training and complete AmeriCorps timesheets, data collection and mid and end of year reports

Secondary Responsibilities :

The member will assist with the general operation of Generator programs and support the creation of communications materials for outreach programs

Skills and Qualifications:

- Excellent interpersonal and verbal communication skills in a team environment
- Strong organizational, time management skills, and attention to detail.
- Must be able to serve independently.
- Service will include evenings and weekends
- Experience with technology software, woodworking, metal works, or electronics preferred

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 required to be on a sex offender registry, and is willing to undergo a National Service Criminal History Check and State of VT checks
- Commitment to the goals of the CEDO's CONNECT AmeriCorps program



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Positions begin Monday 17th September 2018 – Friday 30th August 2019

This position is:

Full Time position requires 1,700 hours (average 40 hours per week) for one year. Member benefits include a living allowance of \$14,500 (pre-tax), and an education award of \$5,920 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and training opportunities.

Half Time position requires 900 hours (average 20 hours per week) for one year. Member benefits include a living allowance of \$7,671 (pre-tax), and an education award of \$2,960 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and training opportunities.

Quarter Time: position requires 450 hours of service. Member will receive a living allowance of \$3,770 (pre-tax), and an education award of \$1,566 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and various training opportunities.

This position (check one)

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 CONNECT AmeriCorps Program americorps@burlingtonvt.gov **Please send as one PDF document with email subject line listing the position title.**

Application deadline for member: 31st August 2018

Additional information on AmeriCorps is available at 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.