

# AmeriCorps Position Description: State of Iowa Youth Advisory Council and Leadership Coordinator (SIYAC)

The Iowa Department of Human Rights is partnering with Iowa AmeriCorps 4-H Outreach to have an AmeriCorps member serve as the State of Iowa Youth Advisory Council (SIYAC) Coordinator in the Iowa Department of Human Rights (DHR). Members will serve a 12-month term of service which will begin in September 2020. **Interested candidates should send a cover letter and resume to Kayla Powell, Department of Human Rights, 321 E. 12<sup>th</sup> Street, 2<sup>nd</sup> Floor, Des Moines, IA 50319, or e-mail to [Kayla.Powell@iowa.gov](mailto:Kayla.Powell@iowa.gov).**

## CLOSING DATE: Open Until Filled

**POSITION SUMMARY:** A full-time AmeriCorps position (1,700 hours) will develop and strengthen positive youth development programs and promote positive youth development in DHR, a state agency. The major responsibilities will be coordinating the year-long activities of SIYAC (21 youth), and assisting with additional DHR youth initiatives designed to provide opportunities in civic leadership. The Coordinator will conduct outreach to provide information on the available youth opportunities and provide training to youth to prepare them for active leadership.

## DUTIES AND RESPONSIBILITIES:

- Coordinate all aspects of the State of Iowa Youth Advisory Council (SIYAC) program including orientation, trainings, meeting logistics (e.g. arrange meeting places, make meal arrangements, send meeting notices and agendas).
- Communicate effectively with youth via face-to-face, email, conference calls, and videoconferences. The majority of communication with youth will be by email, conference calls, and videoconferences. Face-to-face interaction will be limited (4-5 times per year).
- Recruit, review applications, and conduct orientation for new SIYAC members.
- Conduct youth leadership trainings and facilitate discussions of for 21 youth, who are 14-20 years of age.
- Engage and communicate with the youth participants, sponsors, and other stakeholders to improve the program
- Create content for the SIYAC website and publications.
- Assist in youth related research and data analysis.
- Involve youth participants in AmeriCorps sponsored service projects.
- Partner with the Iowa Collaboration for Youth Development (ICYD) and community organizations to increase access to opportunities and develop culturally enriching activities for minority and underrepresented youth.
- Participate on other DHR Youth initiatives and assist DHR in conducting all youth initiatives including:

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|---------------------------|---------------------------|------------------------|
| Iowa Youth Congress (IYC) | Iowa Women's Hall of Fame | MLK Annual Celebration |
|---------------------------|---------------------------|------------------------|
- Provide technical assistance and training to youth and adults related to youth involvement. Examples of topics covered include: youth leadership, adult-youth partnerships, positive youth development, service project development, equity and inclusion. AmeriCorps members will receive training in these areas.
- Assist in the planning and implementation of state and community initiatives and activities in conjunction with the AmeriCorps 4-H Outreach program.

**MINIMUM EDUCATION:** High school diploma (or equivalent); college degree preferred.

**PAYMENT and BENEFITS:** AmeriCorps members complete a year of service and receive a **MODEST annual living stipend. Full-time AmeriCorps members receive \$14,279 annually, which is \$1,190 (pretax) monthly. Upon completion of 1,700 hours of service, members receive an additional \$6,195 educational award.** An additional benefit includes student loan forbearance or deferment while in service. This position also provides valuable leadership and problem-solving skills that all employers are seeking. AmeriCorps members are not employees of the State of Iowa. The office for the successful candidate will be in DHR, Des Moines, IA.

## MINIMUM QUALIFICATIONS:

- Demonstrated ability to interact effectively and work with youth and diverse populations;
- Self-motivated and able to work independently as well as in a team environment;
- Willingness to learn new skills, set goals, and have good organizational skills;
- Demonstrated public speaking ability and excellent communications skills, and computer proficient;
- Ability to complete 1,700 hours of work during the term of service. Typical work hours will be M-F from 8:00am – 4:30pm with occasional evening and weekend hours. Willingness to have a flexible schedule and have the capacity to travel.
- Ability to work with youth, community groups, and state agencies to promote positive youth development.

**The Department of Human Rights is an Equal Opportunity Employer. Reasonable accommodations are available to qualified applicants upon request.**