

AmeriCorps Member Position Description

Iowa Collaboration for Youth Development (ICYD) Youth Initiatives and State of Iowa Youth Advisory Council (SIYAC) Coordinator

The Iowa Department of Human Rights (DHR) and the Iowa Collaboration for Youth Development (ICYD) Council is partnering with the Iowa AmeriCorps 4-H Outreach Program to have an AmeriCorps member coordinate the activities of the State of Iowa Youth Advisory Council (SIYAC) and assist with additional youth development initiatives with the ICYD Council. A one-year commitment is required. **Interested candidates should send a cover letter and resume to Sarah Johnson, Department of Human Rights, 321 E. 12th Street, Lucas State Office Building, 2nd Floor, Des Moines, IA 50319, or e-mail to Sarah.Johnson2@iowa.gov.**

CLOSING DATE: August 31, 2016. The starting date for the successful candidate will be on or after September 1, 2016.

POSITION SUMMARY: A full-time AmeriCorps member will strengthen positive youth development programs. The successful candidate will work collaboratively with DHR, ICYD Council, and youth to promote youth voice and develop youth engagement, leadership skills, and encourage youth engagement in ICYD initiatives. This position will also coordinate SIYAC, a group of 14-21 year old youth interested in affecting state policy on youth issues. The physical office location for the successful candidate will be in the Iowa Department of Human Rights, Des Moines, IA.

DUTIES AND RESPONSIBILITIES: DHR and the ICYD Council are in need of an AmeriCorps member to serve as the ICYD Youth Initiatives and SIYAC Coordinator to complete duties that include:

- Coordinate ICYD Council youth development events and maintain the ICYD Council's website and publications.
- Develop strategies to enhance youth participation in ICYD Council member agencies' youth initiatives.
- Coordinate with the other DHR youth initiatives and network with local youth councils, community, and state partners.
- Recruit, interview, and make recommendations for new SIYAC members.
- Design and provide joint orientation and other training for SIYAC and IYC members, and other youth.
- Coordinate SIYAC meetings and events, and maintain communication with SIYAC members.
- Disseminate positive youth development information to state agencies and communities.
- Involve youth participants in AmeriCorps sponsored service projects.
- Continue the growth of SIYAC by coordinating activities and strengthening partnerships with other youth groups, organizations, and state agencies.
- Provide technical assistance and training to youth and adults related to youth development. Examples of topics covered include: youth leadership, adult-youth partnerships, service learning, service project development, transitioning youth from juvenile court and foster care, and working with diverse and underrepresented youth.
- Assist in the planning and implementation of state and community initiatives and activities in conjunction with Iowa AmeriCorps 4-H Outreach program and ICYD Council. Examples of activities include supporting the establishment of local advisory panels, identifying existing activities and unmet needs in communities.
- Assist in youth related research.

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

SALARY and BENEFITS: AmeriCorps members receive a **MODEST MONTHLY LIVING STIPEND of \$1,044 (\$12,530 annually) and upon completion of 1,700 hours of service qualify for a \$5,775 educational award.** Benefits include student loan forbearance, child care benefits, and individual healthcare insurance. This AmeriCorps position also provides valuable leadership and problem-solving skills that all employers seek.

MINIMUM QUALIFICATIONS:

- Demonstrated ability to interact effectively and work with youth and diverse populations;
- Computer proficiency in Microsoft Office products: Word, Excel, Publisher, Outlook, Access, and PowerPoint;
- 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, both oral and written;
- Full-time employment for the 12 month term of service. Regular work hours will be 8:00am – 4:30pm with occasional evening and weekend hours, including regularly scheduled conference calls with SIYAC. Willingness to have a flexible schedule and have the capacity to travel, including nights and weekends; both in-state and out-of-state travel required, including some overnight stays.
- Interest in working with youth, community groups, and state agencies to promote youth development.

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