

AmeriCorps Position Description: Iowa Department of Human Rights (DHR) Youth Initiatives Coordinator

The Iowa Department of Human Rights is partnering with the Iowa AmeriCorps 4-H Outreach Program to have an AmeriCorps Youth Initiatives Coordinator in the Iowa Department of Human Rights (DHR). 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, 2nd Floor, Des Moines, IA 50319, or e-mail to Sarah.Johnson2@iowa.gov.**

CLOSING DATE: September 15, 2016. The starting date for the successful candidate will be by November 10, 2016.

POSITION SUMMARY: A full-time AmeriCorps position 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 activities of the Iowa Youth Congress (IYC). In addition, DHR has a number of youth initiatives designed to provide opportunities for underrepresented youth in civic leadership and to experience state government first-hand, inspiring them to take ownership of their future and the future of their communities. With a special emphasis on recruiting underrepresented youth, the project will conduct outreach to provide information on the available youth opportunities and provide training to youth to prepare them for leadership. The office location for the successful candidate will be in the Iowa Department of Human Rights, Des Moines, IA.

DUTIES AND RESPONSIBILITIES:

- Coordinate all aspects of the Iowa Youth Congress (IYC) program including orientation workshops, trainings, meetings, and organizing the annual event at the Capitol, for up to 100 youth.
- Recruit and conduct a joint orientation for new IYC and SIYAC members.
- Conduct regional youth leadership trainings for youth 14-21 years of age, which require arranging meeting places, communicating with youth, and developing agendas.
- Engage and communicate with the youth participants, sponsors, and other stakeholders to improve the program
- Maintain the Iowa Youth Congress website and publications.
- Involve youth participants in AmeriCorps sponsored service projects.
- Partner with the State of Iowa Youth Advisory Council (SIYAC) and implement a training curriculum for the IYC, SIYAC members, and other youth groups as appropriate.
- 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 the DHR Youth Initiatives Committee and assist DHR in conducting all youth initiatives.
- 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-learning, service project development, agency readiness and working with diverse youth.
- Assist in youth related research.
- 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 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 or deferment while in service, child care benefits, and individual healthcare insurance. This position also provides valuable leadership and problem-solving skills that all employers are seeking.

MINIMUM QUALIFICATIONS:

- Demonstrated ability to interact effectively and work with youth and diverse populations;
- Computer proficiency in Microsoft Office products: Word, Excel, Access, Publisher, Outlook, 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. 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 positive youth development.

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