AmeriCorps Position Description
State of Iowa Youth Advisory Council Coordinator (SIYAC)

The Iowa Department of Human Rights is partnering with Iowa AmeriCorps 4-H Outreach to have an AmeriCorps member serve as a State of Iowa Youth Advisory Council (SIYAC) Coordinator in the Iowa Department of Human Rights (DHR). Members will serve one term of service which will begin in September 2021 and conclude in September 2022. Interested candidates should send a resume to Kayla Powell, Iowa Department of Human Rights, 321 E. 12th Street, 2nd Floor, Des Moines, IA 50319, or e-mail to kayla.powell@iowa.gov.

CLOSING DATE: Open Until Filled

POSITION SUMMARY: A full-time AmeriCorps position (1700 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 activities of SIYAC and assisting with additional DHR youth initiatives designed to provide opportunities for underrepresented youth in civic leadership. With a special emphasis on recruiting underrepresented youth, the Coordinator will conduct outreach to provide information on the available youth opportunities and provide training to youth to prepare them for leadership.

DUTIES AND RESPONSIBILITIES:

- Coordinate all aspects of the State of Iowa Youth Advisory Council (SIYAC) program including orientation, trainings, meetings, and conference calls.
- Organize an annual event at the Capitol, for up to 21 youth, in partnership with the Iowa Youth Congress Coordinator.
- Recruit and onboard new SIYAC members.
- Conduct youth leadership opportunities for youth 14-20 years of age, which require arranging meeting places, arranging meals, communicating with youth, developing slide decks, coordinating speakers and developing agendas.
- Engage and communicate with the youth participants, sponsors, and other stakeholders to improve the program.
- Create content for the SIYAC website and publications and the Iowa Youth Resources website.
- Collaborate with youth related research and data analysis.
- Involve youth participants in AmeriCorps sponsored service projects.
- Collaborate with IYC, Youth Action Squads, and other youth initiatives for enhanced learning opportunities.
- Partner with the Iowa Collaboration for Youth Development (ICYD) and community organizations to increase access to opportunities and develop culturally enriching activities for underrepresented youth.
- Participate on the DHR Youth Initiatives Committee, and assist DHR in conducting all Youth Empowerment Programs (YEP): Iowa Youth Congress (IYC), Youth Action Squads, and other youth initiatives.
Squads (YAS), State of Iowa Youth Advisory Council (SIYAC), MLK Annual Celebration, Youth Justice Council NYTD Ambassadors

- 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, agency readiness working with diverse youth.
- Co-lead 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:** Full-time AmeriCorps members receive a *modest* annual living stipend of $14,279.00. This living stipend will be paid monthly, divided by the number of months in a member’s term. For example, a member whose term is 12 months will receive a monthly living stipend of $1,189.92 (pretax) ($14,279/12 months). Upon completion of 1700 hours of service, members receive an additional $6,095 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 1700 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.
- Interested in working with youth, community groups, and state agencies to promote positive youth development.