

VISTA Assignment Description

AmeriCorps VISTA – Recruitment and Data Specialist

The Recruitment and Data Specialist VISTA Members will build capacity for the Colorado Youth for a Change Reengagement program. Members will build program capacity by creating, enhancing, and implementing systems that will increase program outcomes pertaining to student recruitment and successful program completion.

Major Responsibilities

- Develop and implement a new program recruitment system:
 - Research and evaluate recruitment systems used by Colorado Youth for a Change and other national high-school reengagement programs.
 - Create systems to implement recruitment strategies and increase program outreach efficiencies.
 - Implement newly developed recruitment strategy.
 - Develop systems to replicate program components, such as manuals, tool kits, or written instructions.
- Develop post-program follow-up system:
 - Track post-program outcomes on all students served by the Reengagement program.
 - Create an early-warning system to respond to student performance after program exit.
 - Develop systems to replicate post-program follow-up component, such as manuals, tool kits, or written instructions.
- Additional capacity building activities:
 - Support the enhancement of online school information manual.
 - Support the development of online resource manual.
 - Enhance intervention tool-kit for the Reengagement and Intervention programs at CYC.

Qualifications

- Bachelor's Degree
- Spanish speaking preferred
- Recruitment/Outreach experience
- Highly organized with strong attention to detail
- Ability to sustain motivation in office environment
- Ability to work as part of a diverse team
- Task oriented and deadline driven

Supervision: The Recruitment and Data Specialist will be based in CYC's Denver office and will be supervised by the Reengagement Program Manager.

AmeriCorps VISTA: This position will be filled by an AmeriCorps*VISTA member. To qualify for AmeriCorps*VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member.

Program Benefits: Childcare assistance if eligible, Choice of Education Award (\$5,815) or End of Service Stipend (\$1,800) upon successful completion of service, Health Coverage, Relocation Assistance, Living

Allowance (\$1,222/month), Professional Development, Training, Laptop and cellphone to use during your term.

Service Term: January 22, 2019 – January 22, 2020

Hour Requirement: 40 hours per week