



VISTA Outreach Description

AmeriCorps VISTA – Outreach Specialist

Organization Overview

Colorado Youth for a Change (CYC) is an educational nonprofit organization that has made significant strides in reducing the dropout rate in Colorado since its inception in 2005, using collaboration with school districts and community agencies to achieve its mission. From serving 55 students in 2005 to over 3,000 in 2021, CYC is at the forefront of statewide efforts to improve educational outcomes for all students, ensuring that they graduate from high school. CYC began by providing reengagement services to out-of-school youth and has evolved to also provide in-school dropout prevention services (Corps for a Change, Reading Corps, and Math Corps) to PreK through high school aged students.

Position Overview

The Outreach Specialist VISTA AmeriCorps member will work to develop and implement initiatives designed to improve outreach efforts within the Reengagement Program. This position will be responsible for learning and improving upon the Reengagement Program's current outreach system, including tracking outreach efforts in CYC's data management system and managing a pilot outreach system. This position will play an important role on the Reengagement team as the organization broadens its reach and impact for students who are disengaged from school.

Major Responsibilities

Develop Pilot Volunteer Outreach Program

- Support improvements of existing online recruitment tools.
- Research and evaluate recruitment systems used by CYC and other national high-school reengagement programs.
- Refine existing program components for implementing outreach with volunteers.
- Develop systems to replicate program components, such as manuals, tool kits, or written instructions.
- Implement an effective volunteer recruitment strategy and an effective volunteer training program.
- Support improvements of existing online recruitment tools.
- Supporting systems to manage: Mass Texting Service, Online Scheduling App, and database alignment.

Capacity Building

- Support the enhancement of online school information manual.
- Support the development of online resource manual.
- Enhance intervention tool-kit for the Reengagement program at CYC.

- Improve general program efficiency.

Communication

- Perform outreach as necessary to support the Reengagement Team.
- Track outreach in CYC database for streamlined communications
- Connect with Reengagement Team on a weekly basis

Commitment to Organizational Culture and Values

- Commit to operate within a framework that centers CYC's organizational values of growth, inclusion, integrity, excellence, and community.
- Contribute to an inclusive and equitable work environment and provide inclusive and equitable services to the community. This includes demonstrating:
 - A commitment to learn and engage in anti-oppression trainings and conversations; including a willingness to unpack personal biases and identities
 - The ability to put anti-oppression framework into practice within specific role at CYC; including a willingness to interrupt systems of oppression to create more equitable, inclusive environments for staff, AmeriCorps members, and students
 - The ability to cultivate inclusive and equitable relationships with students, staff, AmeriCorps members, and community members with varied identities and life experiences
 - A desire to share the organizational responsibility of creating an environment that supports anti-oppression accountability

Qualifications

- Strong interpersonal skills
- Excellent communications, writing and editing skills
- Task oriented and deadline driven
- Highly organized with strong attention to detail
- Demonstrated ability in relationship building and community outreach
- Tact, diplomacy and ability to work as part of a diverse team
- Access to reliable transportation and the ability to travel throughout the region

Supervision: The Outreach Specialist will be based in CYC's Denver office with the option to serve remotely 50% of the time. This position will be supervised by the Director of Development.

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 (\$6,095) or End of Service Stipend (\$1,800) upon successful completion of service, Health Coverage, Relocation Assistance, Living Allowance (\$674.66 bi-weekly), Professional Development, Training, Laptop and cellphone to use during your term.

Service Term: January 18, 2022-January 17, 2023

Hour Requirement: 40 hours per week