



Events AmeriCorps Member

Service Position Summary

Organize Admission Possible campus visits; develop relationships with campuses across the country; organize program-wide kick-off event and graduation ceremony, four practice ACT exams, and other outside events. Reports to Community Partners Team.

Essential Functions

- Communicate with campus representatives either through phone or email
- Create planning materials for events using Microsoft Excel
- Write and communicate event memo to Admission Possible staff and AmeriCorps members using Microsoft Word
- Arrange busing to and from events for Admission Possible students either through phone, email or fax
- Participate in weekly meetings and trainings

Marginal Functions

- Copy and fax machine use
- Assist in student recruitment (generating visibility, leading information sessions, collecting applications, conducting interviews, and tracking data)
- Assist with AmeriCorps recruitment (generating visibility on college campuses, tabling, speaking to college classes)
- Supervise 9th and 10th grade workshops
- Serve as a substitute in junior and senior class sessions
- Chaperone campus visits, college fairs, and other events for students
- Assist with other organizational tasks as requested; i.e. working with the media, leading trainings for other AmeriCorps members, etc.

Requirements

College degree required. Strong interest in education, youth work, social services, or related fields. Comfort working with individuals from a variety of backgrounds. Demonstrated commitment to public service and social justice. Excellent leadership and communication skills; and outstanding organization and time management abilities. Able to multi-task and handle potentially stressful situations with maturity. Capable of working independently and with others. Energy and creativity in working with young people. Access to reliable transportation required.

AmeriCorps is committed to engaging individuals without regard to disability, gender, race, religion or sexual orientation. Reasonable accommodations provided upon request to qualified individuals. If you feel you need an accommodation, please notify Admission Possible.

