

Institution:

Northwest Vista College, San Antonio, Texas

Supervisor:

Migdalia Garcia, Service Learning Coordinator

Job Summary

The AmeriCorps*VISTA will serve as a liaison for the Service-Learning office to community partners both on and off campus to procure service opportunities in underserved communities. It will involve working with student groups, Service-Learning classes, faculty, staff and individual students.

Primary Duties and Responsibilities:

- Build and maintain strong community connections through on- and off-campus site visits and event attendance.
- Update community partner database
- Assist in Service-Learning orientation, trainings, and presentations
- Connect students with mentoring and tutoring opportunities for elementary, middle, and high school students in NISD and Edgewood ISD
- Design and create publicity and guidebook materials
- Develop monthly student programming regarding social justice issues or current events
- Support various campus initiatives
- Track data related to student participation, faculty involvement, and community partnership
- Participate in Texas Campus Compact and AmeriCorps activities and trainings
- Complete Quarterly Progress Report for TXCC

Requirements

- Associates or Bachelors Degree
- Commit to a year of service
- Previous community and service-learning experience
- Flexible work schedule --occasional evenings and weekends
- Interest in working with a community college population in college
- Servant Leadership style
- Openness to working with diverse groups of people
- Great organizational and event planning skills and ability to multi task
- Excellent verbal and written communication skills

Benefits

- Additional housing stipend
- Staff development and training
- Access to all campus facilities