

Position Title:	Outreach Coordinator-AmeriCorps Member	Service Category:	CORE Susquehanna AmeriCorps
Service Site:	Susquehanna University	Date Submitted:	6/12/2024
Site Address:	514 University Ave Selinsgrove, PA 17870	Travel Required:	Yes
Compensation:	Living Stipend - \$20,000 Education Award - \$7,395	Service Term:	August 26, 2024 – August 2, 2025
Host Site Supervisor:	Jess Jelsma Masterton	Email:	masterton@susqu.edu
Phone:	484-798-8697	Posting URL:	www.coreamericorps.org
Applications Accepted By:		Person and phone to contact for interview if different from supervisor:	
Email Jess Krispin CORE Susquehanna AmeriCorps Program Director jkrispin@union-snydercaa.org			
Member Position Summary			
<p><i>The Mission of CORE Susquehanna is to serve community needs through member service in areas of Healthy Futures, Education, Volunteer Management and Community Service Projects.</i></p> <p><i>In addition to the member position summary and duties, ALL AmeriCorps members are required to participate in CORE AmeriCorps Group Activities. AmeriCorps members may not participate in any activities included in the Prohibited Activities as listed in the 'Partner Site and Member Agreements'.</i></p>			
<p>Susquehanna University Press is a book publisher that also serves as an art and culture organization in Central Pennsylvania and the Greater Susquehanna Valley. We publish work from authors with a strong connection to the region, with a specific focus on books that appeal to our local and university communities. We also offer art programming, including readings and workshops in writing, printmaking, and crafting. The AmeriCorps member will help the Press expand our reach further into the community by coordinating involvement in local conferences, festival, and pop-up markets, including tabling and event set up. The member will also run new and existing community programs and events, and will work on identifying, developing, and maintaining partnerships with regional nonprofits, schools, and small businesses.</p>			
Essential Functions/Duties and/or required training			
<ul style="list-style-type: none"> • Community Outreach <ul style="list-style-type: none"> ○ Conduct research into existing regional conferences, festivals, pop-ups, nonprofits, schools, and small businesses, and write detailed reports on each opportunity's potential costs and/or community impact ○ Reach out to chosen potential partners on behalf of the Press and conduct informational interviews to determine feasibility and possible areas of collaboration ○ Review Press's on-going community programming, then conduct research within the local community to identify additional areas of public need ○ Suggest new public programs and write detailed reports on each event's costs and potential community impact • Event Planning <ul style="list-style-type: none"> ○ Reach out to chosen conferences, festivals, and pop-ups on behalf of the Press, then plan all involvement, including timeline, necessary products and/or supplies, and community activities ○ Advertise Press's programs, events, and partnerships to the local community, including print media, social media, and tabling ○ Choose at least one program and/or event to serve as lead planner and facilitator on, then coordinate all involvement, including timeline, necessary supplies, activities, and advertising ○ Participate in set up, facilitation, and teardown for Press's ongoing monthly programming and events, including helping guide and supervise undergraduate interns 			

- Intern Recruitment, Onboarding, and Supervision
 - Assist in interviewing and training/onboarding undergraduate students
 - Help manage student interns, including assigning tasks and providing guidance
- Assist in additional editing and marketing tasks
- Members may not participate in any activities included in the Prohibited Activities listed in the Partner Site Agreements
- Members must participate in CORE AmeriCorps group activities

Prohibited Activities

In order to comply with federal regulations, AmeriCorps members assigned to this site are prohibited from:

- a. Attempting to influence legislation.
- b. Organizing or engaging in protests, petitions, boycotts, or strikes.
- c. Assisting, promoting, or deterring union organizing.
- d. Impairing existing contracts for services or collective bargaining agreements.
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
- f. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- g. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytizing.
- h. Providing a direct benefit to a business organized for profit, a labor union, a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, and an organization engaged in the religious activities, unless Corporation assistance is not used to support those religious activities.
- i. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive.
- j. Providing abortion services or referrals for receipt of such services; and
- k. Such other activities as the Corporation may prohibit.

Minimum Qualifications (Academic, Physical or Experience)

- Members must have all clearances before serving Vulnerable Populations
- BA in English, Creative Writing, or related discipline
- 1-year prior experience with editing and/or publishing, event planning/management, and programming and/or teaching
- Strong writing skills
- Prior experience with Canva and writing across different social media platforms
- Customer service skills
- Organized and detail oriented
- Ability to work both independently and collaboratively
- Knowledge of higher-education/campus communities and excitement about working with undergraduate interns

Proposed Weekly Schedule and Required Number of Hours per week.

- Monday-Friday, 8:30am-4:30pm
- Weekend and evening work for monthly events/programs, and occasional travel to local conferences, festivals, and pop-ups

Will the member be serving vulnerable populations (children, youth, elderly, disabled)?

Yes No

I understand the expectations and requirements of this position. I understand that this position description is an addendum to the AmeriCorps Member Agreement.



Member Name:			
Signature of Member Accepting Position:		Date:	
Signature of Site Supervisor:		Date:	
Signature of AmeriCorps Staff:		Date:	