

YMCA at Virginia Tech
AmeriCorps Position Description
International Welcome Center

In partnership with our sponsoring organization, Equal Heart, the YMCA at Virginia Tech is recruiting individuals to serve as AmeriCorps members to reduce hunger, provide engagement for youth, promote job readiness, and support environmental education. In exchange for their service, AmeriCorps Members receive a bi-weekly living allowance and an end-of-term education award – total living allowance is \$6,750, education award is \$2,474.

Applicants **must meet** the following minimum criteria:

- ✓ Available for the entire duration of the program
- ✓ 17 years old or older by program start date
- ✓ U.S. Citizen or Permanent Resident
- ✓ Commitment to serve the community!

General Description

The YMCA at Virginia Tech will offer one (1) AmeriCorps position for 36 hours per week from September 2022 to May 2023. The work will focus on developing a New Americans Welcoming Center, which will serve international members of the community, both newcomers and long-time residents. The Center will provide services in many areas including but not limited to: guidance and welcoming for newcomers, immigrant legal assistance, culturally-responsive financial literacy & job preparedness, and cultural programming.

Scope of Work

- I. Community Navigator
 - a. Interact with newcomers to learn about their needs and provide them with direction and guidance
 - b. Identify resources throughout the area that are beneficial for newcomers
 - c. Cultivate relationships with organizations and agencies that align with these goals
 - d. Develop a legal assistance portfolio in collaboration with Y at VT staff, national YMCA staff, and staff from other YMCA Welcoming Centers across the nation
 - e. Identify areas of need and begin to develop programming to fill those gaps
- II. Financial literacy and job preparedness
 - a. Develop and deliver various job-preparedness classes (i.e. resume writing, workplace culture and norms, interview skills, etc.)
 - b. Assist in the development of culturally sensitive and appropriate workshops that help provide an understanding of financial systems and resources that lead to financial independence
 - c. Meet with immigrant-owned business owners to assess challenges they may face, develop a suite of potential solutions, and find ways to highlight their businesses
- III. Cultural awareness and programming
 - a. Plan cultural heritage celebrations through in-person activities and social media content (some will be monthly, others quarterly)
 - b. Maintain positive relationships with community leaders who represent various cultures and backgrounds, serving as a liaison and developing responsive programs

- c. Assist in planning and implementing various activities connected to Welcoming Week, an annual weeklong event to welcome immigrants to the community (i.e. festival, art exhibit, area tour, cultural expose, etc.)

Required Skills and Knowledge

- An understanding of, and appreciation for, the importance of cultural diversity
- A desire to help other people develop a sense of connection and belonging
- Strong communication capabilities, particularly for individuals with limited English skills
- Skilled at group dynamics and developing connectivity among groups of people
- Valid driver's license
- Self-starter who possess strong leadership skills
- Demonstrated ability to establish and maintain working relationships