



PONTIAC

COMMUNITY FOUNDATION

Building a Brighter Future for Pontiac

AmeriCorps Summer Associate - April 2022

Overview:

Pontiac Community Foundation (PCF) is an independent 501(c)3 organization dedicated to building a brighter future for Pontiac by engaging philanthropy, leadership, and collaboration to tackle Pontiac's most pressing issues. PCF's most effective work accomplishes neighborhood investment, economic vitality, civic engagement, and racial equity initiatives, that help improve the quality of life for Pontiac residents and make the city of Pontiac the premier place to live, work, and play.

The AmeriCorps Summer Associate will serve broadly as a support staff across our Programs department to expand program capacity and offer administrative support, particularly for our Neighborhood Investment and Racial Equity portfolios. This person will provide programmatic functions including serving as a liaison to the community and acting as an administrative coordinator. They will assist the program department with special projects in relation to community initiatives. The Summer Associate will provide administrative support, data and research, and community engagement on designated projects and initiatives.

The Summer Associate will be able to work effectively both within teams and independently, as well as with remote supervision, to accomplish goals and implement initiatives.

Note: This position is provided through AmeriCorps. Pontiac Community Foundation is serving as one of several host sites for interested candidates in partnership with the Michigan Civil Service Commission. Applicants will have to also fill out an application with AmeriCorps after going through the interview process and will be considered an AmeriCorps member once hired.

AmeriCorps is a civil society program supported by the U.S. federal government, foundations, corporations and other donors engaging adults in public service work with a goal of "helping others and meeting critical needs in the community." Not only do AmeriCorps members make a difference in their community, they gain valuable experience for their next job, future career, or upcoming school endeavors.

Position Responsibilities:

Programmatic Support

- Provide assistance across the programs department. This may include, but it not limited to: community outreach and engagement, event planning, developing communication documents for internal and external use, coordinating activities for youth, attending community events and providing capacity support
- Support program marketing initiatives, newsletters, social media campaigns, and other communications tools
- Conduct background research and gather information for grantmaking and special projects to provide insightful information to support decision making regarding programs and future planning
- Support and contribute to PCF's overall strategic vision, and the continued evolution of PCF's programming
- Other duties as assigned by VP of Programs

Administrative Support

- Support key administrative functions: Track and document meetings/phone calls and other special projects as needed, including regular note taking/summarizing of meetings

Skills and Qualifications:

- Must embrace the mission of the Pontiac Community Foundation.
- Highly organized and able to prioritize and manage multiple varied projects; specificity to detail, protocols, and professionalism
- Able to develop and maintain positive interpersonal relations with all levels of staff, board of directors, committee members, and outside contacts including community members, small businesses, neighborhood connections, etc;
- Superb written, verbal and interpersonal skills.
- Time management and flexibility with job duties.
- Competent in G-Suite, Microsoft Office, and related platforms.
- Self-directed and able to work independently with remote supervision.
- Reliable transportation and ability to work on outdoor projects when necessary.
- Ability to work outside standard hours as needed, including occasional evenings and weekends.
- Display a positive attitude, show concern for people and community, a collaborative mindset, common sense and good listening ability.
- High School Degree; some college experience or equivalent work experience preferred but not required
- Experience supporting non-profit organizations or programs related to economic development, neighborhood investment, civic engagement, and/or racial equity particularly in communities of color, preferred but not required

AmeriCorps Requirements:

- Are at least 18 years old; no upper age limit
- Are U.S. citizens or legal permanent residents
- Pass a criminal history review
- Meet knowledge, skill, and ability requirements set by the host organization
- Be able to serve 10 weeks full time (37.5 hours/week) starting June 13, 2022

Compensation, Benefits, and Terms:

- Salary: \$575 bi-weekly (\$1,150 monthly total) living allowance provided through AmeriCorps. At the end of service, summer associates can either receive \$1,300 toward college tuition or \$276 cash stipend.
- Summer Associates are allotted 3 leave days
- Option to work remotely, with designated "in-office" days on a case by case basis.

Application Process:

- To be considered for this role, please submit your resume and cover letter to Hannah Gyani at: hannah@pontiaccommunityfoundation.org
- Once resumes are reviewed, qualified candidates will be contacted for an interview with Pontiac Community Foundation.
- Candidates who pass the interview process will be given a conditional offer of employment from Pontiac Community Foundation.
- Once a candidate has been given a conditional offer from Pontiac Community Foundation, they will have to complete the AmeriCorps application and provide two references to accompany their application.
- Once the AmeriCorps application is complete, candidates will be granted the official offer of employment from AmeriCorps.
- Onboarding, background checks, and training will be conducted two weeks prior to your start date.