

**Position announcement:  
AmeriCorps VISTA Program Coordinator**

**Winter 2024-Summer 2025**

**OVERVIEW:**

The Haas Center for Public Service seeks a graduate student to support the design, implementation and supervision of the [AmeriCorps VISTA Program](#). This is a paid, hourly position (10 hours/week) reporting to the Director of Community Partnerships.

**SCOPE:**

The AmeriCorps VISTA Program Coordinator will work with Katie Avila, Director of Community Partnerships, to design and facilitate AmeriCorps member's weekly development sessions, supervise the 2025 AmeriCorps VISTAs and lead the 2025 AmeriCorps application process.

The ideal candidate will have knowledge of public service programs, university-community partnerships, and experience supervising and leading staff. Ideal candidates will be familiar with the service-learning/community engagement field and have an interest in working with young professionals and community-based organizations.

**DUTIES & RESPONSIBILITIES:**

*Percentages are based on a division of labor over the year, not week.*

**Supervision and Program Facilitation (40%)**

- Supervise four AmeriCorps VISTAs, including facilitating reviews with partner sites, ensuring VISTAs are complying with their data requirements.
- Facilitate weekly cohort meetings focused on developing AmeriCorps VISTA members understanding of community engagement, social justice orientation, reflections, and career development.<sup>1</sup>
- Meet biweekly with each AmeriCorps VISTA providing coaching around their placement, mentorship and career development.
- Facilitate and plan quarterly supervisor meetings with community partners, providing support, developing agendas and materials, and planning for how to engage with Stanford.

**Program Development (20%)**

- Develop program materials; including recruitment materials, weekly communications with VISTAs and program improvement tools.
- Develop the 2024-25 AmeriCorps VISTA syllabus using 2024 syllabus as a framework including modifying readings, developing assignments and coordinating schedules.
- Integrate campus collaborators into the VISTA syllabus, building stronger partnerships between campus resources and VISTA sites.
- Coordinate with partner sites to organize and design field visits to partner sites including a community tour.

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<sup>1</sup> Note that the Haas Center's AmeriCorps VISTA program is now in its sixth year with a well-developed program structure and curriculum for the program coordinator to build from.

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## **Program Evaluation (20%)**

- Coordinate with Campus Compact, VISTAs and Community partners around AmeriCorps data reporting needs.
- Design and implement study of the program using qualitative and/or quantitative skills.
- Create a report and present to Haas Center senior leadership, including recommendations for the development of the program.

## **Program Administration (20%)**

- Collaborate with Campus Compact to facilitate the 2024-2025 AmeriCorps Partner Application Process.
- Manage Community Partner Applications; creating templates, tracking progress, and managing the relationship with the partners.

**Level/Pay Rate:** \$38.50/hour

**Hours:** Hours negotiable – approximately 8-10 hours per week from January 13, 2025 through July 31, 2025. Flexible schedule.

Temporary assignments are “at-will” in nature and can be ended prior to the stated end date due to a number of reasons or for no reason at all, including but not limited to performance, change in operational need and funding. The temporary assignment end date is not a guarantee that employment will end on the date stated.

**Reports to:** Katie Avila, Director of Community Partnerships

## **QUALIFICATIONS:**

### **Education:**

- No formal education required
- High School diploma, G.E.D., or equivalent
- Two-year college degree or equivalent
- Four-year college degree or equivalent      Field of Study: \_\_\_\_\_
- Advanced degree in progress (e.g., MA, MS, JD, PhD)
- Professional cert. requiring formal education beyond college (e.g., CPA)

Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

### **Experience:**

- Managing early career individuals
- Working both independently and in a team-oriented, collaborative environment.
- Managing projects
- Coordinating across a range of stakeholders.

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## **Knowledge:**

- Foundational understanding of non-profit management, service year programs, and community-engaged learning
- General knowledge of community assets and needs
- Demonstrated effectiveness cultivating and sustaining community partnerships
- Knowledge of best practices of service-learning/community engagement
- Caries a racial justice lens to their work

## **Skills & Abilities:**

- Strong organizational skills.
- Excellent verbal and written communication skills, with the ability to produce high-quality written materials and engage in public speaking with a range of constituencies including faculty, staff, students and community partners.
- Strong independent judgment and interpersonal skills including demonstrated ability to problem-solve and experience working with diverse populations
- Ability to influence without authority; the ability to work effectively with decision-makers across many levels of the organization.
- Strong computer skills, including use of Microsoft Office applications, Google applications and Zoom.
- Ability to manage time effectively and manage multiple projects/assignments and activities under pressure with frequent interruptions.
- Demonstrated capacity to be entrepreneurial, strategic and creative in one's approach to overcoming obstacles and achieving goals

## **Work Standards:**

- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu/>