

WACC AmeriCorps VISTA Position Description

Host Site Name: Seattle Central College
Department: Science and Math
Position Title: STEM Project Coordinator

Project Title: Hands-on Projects for Excellence in STEM (HoPE)
Project Supervisor: Marilyn Saavedra-Leyva

Position Summary:

The VISTA STEM Project Coordinator will work with the MESA director at Seattle Central College to strengthen and expand a coordinated system of science, technology, engineering, math (STEM) resources and partnerships. The VISTA will help to build the necessary partnerships needed to create a summer research program unique to underrepresented and low-income students at the community college level. The VISTA will also be responsible for assessing MESA STEM student needs and creating an orientation manual to address these issues. The VISTA will be expected to support the development and delivery of these initiatives to ensure MESA students receive exposure to STEM careers and diverse role models, and increase student self-efficacy to ultimately pursue careers and life pathways that lead to economic stability.

Major responsibilities and activities:

- Develop and enhance efforts to increase MESA student success, particularly among underrepresented populations in STEM (first gen., low-income, students of color or women)
- Create surveys and assessments to learn of student interests, needs and barriers to education in STEM
- Develop comprehensive STEM orientation manual
- Expand partnerships with industry, community based organizations, museums, and universities to provide guest speakers reflective of our student population, tours, and other opportunities to engage students in STEM
- Conduct outreach and recruitment of eligible MESA students for specific events and opportunities
- Create and implement a well-organized and high-quality STEM summer research program for underserved students
- Create an alumni network
- Cultivate and maintain collaborative partnerships with existing community partners
- Conduct community mapping and needs assessments
- Compile, evaluate, and report data on program growth and recruitment and retention of student mentors

Term of service: 365 days, averaging 40 hrs /week

Location: Seattle, WA

Qualifications:

- Associate or Bachelor's Degree
- At least 18 years of age, U.S. citizen, U.S. national, lawful permanent resident, or person residing legally in Washington State
- Ability to make a full-year commitment
- Interest and/or experience in community service and/or community development
- Effective oral and written communication skills with diverse populations, including multicultural experience and cross-cultural communication skills
- Proficient in Google platform, MS Office, Adobe products, social media, and database management
- Ability to organize, prioritize and perform multiple work assignments
- Ability to work evenings and weekends as necessary
- Ability to pass criminal background check
- Experience or interest in STEM fields

AmeriCorps VISTA benefits:

- Bi-weekly living allowance
- Relocation and settling-in allowance, if moving more than 50 miles to serve
- Post-service \$5,815 Education Award or \$1,500 end-of-term cash award
- One year of non-competitive eligibility (NCE) for federal government jobs
- Basic health coverage, student loan forbearance, and basic child care assistance when applicable
- Paid round-trip ticket to pre-service orientation and reimbursed travel expenses when applicable
- Extensive training, professional development, and networking opportunities
- Access to AmeriCorps network

Site specific benefits:

Opportunities for professional development

Equal Opportunity and Non-discrimination

Western Washington University/Washington Campus Compact and sub-granted campus programs, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces equal opportunity, diversity and inclusiveness, does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status in its programs or activities, including employment, admissions, and educational programs. See Western's [Policy on Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation](http://www.wvu.edu/policies/policy1000.shtml) (POL-U1600.02): <http://www.wvu.edu/policies/policy1000.shtml>

As such, the subcontracted campus programs agree not to discriminate against any client, student, employee, or applicant for employment or services in administering personnel actions such as employment, promotion, demotion, transfer, recruitment, layoff, termination, compensation and training opportunities, on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status.