

## WACC AmeriCorps VISTA Position Description

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**Host Site Name:** Spokane Falls Community College, Pullman Campus  
**Project Title:** Pullman Career Navigator Program  
**Department:** Workforce Transitions  
**Position Title:** Career Navigator Program Coordinator  
**Project Supervisor:** Dani Gray

### Position Summary:

The Career Navigator Program Coordinator will serve at Spokane Falls Community College Pullman Campus. The primary function of the position will be to build relationships with community partners that will provide employer engagement activities to SFCC Pullman students. The VISTA member will recruit and train college students from the SFCC Pullman campus to act as Peer Career Navigators to 9<sup>th</sup>-12<sup>th</sup> grade youth attending local schools in the community. The VISTA member will also assist in the implementation of a volunteer tracking system that will enable the campus to connect with local service opportunities. The VISTA member will also recruit volunteers for National Days of Service.

### Major responsibilities and activities:

- Interact and build partnerships with community based organizations and employers
- Develop employer engagement activities, such as tours, job shadows, informational interviews, mentorships, and networking events
- Meet with SFCC Pullman students to determine individual career plans and connect them with appropriate volunteer opportunities and employer engagement activities
- Recruit, select, and train SFCC Pullman college students to serve as mentors delivering career planning workshops to local high school students
- Assist in the implementation of a volunteer management and data tracking software on the SFCC Pullman campus, playing a key role in the initial set up and marketing of the system to campus and community partners
- Develop policies and procedures addressing community partnership and employer engagement best practices
- Administer program assessments
- Recruit volunteers for National Days of Service and other community service events

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

**Location:** Pullman, WA

### Qualifications:

- Associate or Bachelor's Degree
- Interest and/or experience in community service and/or community development
- Enthusiasm for helping others succeed
- Ability to creatively problem solve
- Strong initiative; self-starter
- 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

- 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

**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:**

Campus parking pass, access to SFCC Library services.

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.