



Position Description

Type of Position: LINKS AmeriCorps Member

Length of Term: Approx. 10 hrs per week. 300 hours total.

Application Deadline: Open until filled.

Service Dates: October 15, 2009-June 1, 2010. Some flexibility.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

Position Title: Education Outreach Program Assistant (1 position)

Project Sponsor: Corvallis Multicultural Literacy Center (www.cmlcenter.org)

Sponsoring Organization's Mission: Corvallis Multicultural Literacy Center (CMLC) is a self-sustaining community-based learning center where individuals and families of all cultures come together to share, mentor, and understand cultural literacies, to access resources, and to build a cohesive community in a safe, welcoming environment.

Project Location: 128 SW Ninth Street, Corvallis, OR

Transportation Information: Three blocks to city bus hub, 1 block to bus stop, walking distance to downtown and Oregon State University.

Position Summary: A creative position for anyone interested in participating in the life of a multicultural learning center, developing curriculum and scheduling experiential school field trips, assisting in building an accessible community resource library and being involved with people from all over the world.

General Responsibilities (to include, but not limited to):

1. Assist CMLC staff with developing CMLC education programs.
2. Assist with scheduling school field trips.
3. Research and develop curriculum kits for teachers and students.
4. Design uses of CMLC resources for community education purposes.
5. Develop an education outreach plan and modify existing marketing materials and brochures.
6. Develop an inventory of CMLC education resources.
7. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
8. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
9. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Some college work, especially student in a degree program.
2. Ability to work comfortably in a cross-cultural, multigenerational setting.
3. Basic computer skills including Microsoft Office (Excel, Word, etc.)
4. LINKS members must be at least 17 years of age at the time of enrollment in the program.
5. U.S. citizen, national or lawful permanent resident.
6. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
7. Ability to commit to the full term of service for which they are applying.
8. Submit to a criminal history background check and National Sex Offender Registry search.
9. Regular and reliable attendance.

Preferred Qualifications:

1. Previous experience or course work in cross-cultural communication.
2. Bilingual (any language) or language proficiency in another language in addition to English.

Member Benefits Include:

- Upon successful completion of a term of service, eligible members receive an education award of \$1,000. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay a portion of the accrued interest on qualified loans, which is taxable).
- Possibility for professional development and trainings.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to cmlc@peak.org.

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

Questions about the project? Contact: Dee Curwen, Director, 541-754-7225 or cmlc@peak.org.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

Erika Johnson

LINKS

2500 NE 65th Ave

Vancouver, WA 98661

p 360) 750-7500 x 114

f 360) 360-694-2491

links.recruitment@esd112.org

Unable to Apply On-line? Click here: <http://www.esd112.org/links/resources.html>.

An Equal Opportunity Employer

www.esd112.org/links