



# Position Description

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**Type of Position:** LINKS AmeriCorps Member

**Service Dates:** ASAP to March – May 2010. Dates are flexible.

**Length of Term:** Approx. 20 hours/week, for 6 to 8 months. 450 or 675 hours total.

**Interviews:** Applicants are interviewed & placed on an on-going basis to fill all positions.

**Application Deadline:** Sept. 5, 2009

**Position Title:** Marketing Project Volunteer (1 position)

**Project Partner:** Oregon Coast Community Action

**Partnering Organization's Mission:** Empowering people to work toward social and economic justice and independence.

**Project Location:** 2110 Newmark Ave. – located in suite 229 at the Newmark Center – in Coos Bay, OR.

**Transportation Information:** On the Coos County Area Transit (CCAT) route

**Position Summary:** Continue projects to create marketing tools, marketing videos, assist with ORCCA marketing projects and support agency publicist. Oversee letter campaign, and work with promoting ORCCA and its programs to youth in the community. Design flyers, promotional materials, complete regular tasks to support publicity projects.

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

1. Research and assist in development of marketing tools for Oregon Coast Community Action
2. Develop marketing video, web-videos, youth-oriented recruitment, training videos, orientation videos and other tools for intra-organization and community information management.
3. Oversee letter-to-the-editor campaign for Coos & Curry Counties.
4. Create a master event calendar for ORCCA programs in order to facilitate increased community awareness activities and improved staff fundraising planning and strategy. This calendar also will streamline publicity management.
5. Develop regional media database, which will include non-traditional publications and in depth research on opportunities.
6. Research non-traditional or currently under-utilized methods to showcase ORCCA to regional community.
7. Support ORCCA publicist in management of day-to-day publicity and marketing (with minimal administrative duties).
8. Work with local youth groups and clubs to recruit volunteers and increase youth-oriented methods in volunteer recruitment.
9. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
10. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
11. Wear an appropriate LINKS identifier and required safety gear while performing service or attending events.

**Requirements:**

1. LINKS members must be at least 17 years of age. High School students encouraged to apply.
2. U.S. citizen, national or lawful permanent resident.
3. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
4. Regular and reliable attendance is a requirement of the position.
5. Ability to commit to the full term of service for which they are applying.
6. Submit to a criminal history background check (for both ORCCA and AmeriCorps).
7. Willing to sign confidentiality agreement.
8. Must have drivers license or access to reliable transportation. Good driving record & proof of insurance preferred.
9. Ability to work in excess of eight hours per day/evenings, or to sit for as long as four hours at a time.
10. Be able to speak in public, write letters/reports, willing to work with others.

**Preferred Qualifications/Skills:** *Applicants are preferred to have a combination of some or all of the following Qualifications/Skills*

- Experience in writing for student or professional publications/news stations will be very helpful.
- Excellent understanding of grammar and basic business writing skills.
- Willingness to speak at public functions or comfort in speaking with new people on a regular basis.
- Understand how to use the World Wide Web. Some experience using/creating videos, websites or web content.
- Must have basic experience in the use of business software, including Microsoft Office, spreadsheets, word processing, email and other functions. Video software, editing techniques, web-posting will also be helpful.

- Professional etiquette (treating others with respect, listening and learning, etc).
- Excellent record keeping skills (project management, coordination, etc.)
- Excellent communication skills, good phone etiquette and comfort asking questions
- Some college study in business, communications or English – preferred but not required.
- One business reference and a personal reference.

**Member Benefits Include:**

- Free tuition waiver may be available for higher education opportunities. \*Find out more from ORCCA AmeriCorps Supervisor Hallie Winchell, at (541) 888-7108.
- Upon successful completion of a term of service, eligible members receive an education award of \$1,250 (450 hour term) or \$1,800 (675 hour term). 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).
- Professional development and training opportunities, potential course/internship/practicum credit, and benefit from gaining professional experience in a mid-size nonprofit organization.

**How to apply:**

**Step 1** – Email your resume to [linksrecruitment@esd112.org](mailto:linksrecruitment@esd112.org) and [margaretb@orcca.us](mailto:margaretb@orcca.us). Include the position title in subject line.

**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:** Hallie Winchell, (541) 888-7108 or [halliew@orcca.us](mailto:halliew@orcca.us).

**Questions about AmeriCorps, LINKS or our recruitment process? Contact:**  
 LINKS p 360) 750-7500 x 114  
 2500 NE 65th Ave f 360) 360-694-2491  
 Vancouver, WA 98661 [links.recruitment@esd112.org](mailto:links.recruitment@esd112.org)

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

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