



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: September 2009 – July 2010 (flexible)

Length of Term: 12-15 hours/week, 10-11 months. 675 hours total.

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

Application Deadline: Open until filled.

Position Title: Volunteer Coordinator (1 position)

Project Sponsor: World Affairs Council of Oregon, www.worldoregon.org

Sponsoring Organization's Mission: The mission of the World Affairs Council of Oregon is to broaden public awareness and understanding of international affairs and to engage Oregonians with the world. Its staff and programs work to serve as a community resource on international affairs; enhance international education in the schools, and sponsor international professional visitors.

Project Location: 620 SW Main Street, Suite 333, Portland, OR, 97205

Transportation Information: Within easy walking distance from MAX, streetcar and bus lines.

Position Summary: The World Affairs Council of Oregon is seeking an enthusiastic and qualified volunteer to coordinate our Volunteer and Internship Program. If you're looking for valuable work experience in a world class non-profit organization, want to learn some new skills or are looking to launch a career in Non-Profit Management, Volunteer Management or Human Resources, this is your chance!

General Responsibilities (to include, but not limited to): The Volunteer Coordinator will work closely with volunteers, interns, staff members and the public maintaining and improving the volunteer program at the World Affairs Council. As the Volunteer Coordinator you will gain marketable skills in the field of non-profit management, human resources and international relations. The VC's role is to act as a liaison between staff and volunteers providing administrative support and advancement for the Volunteer and Intern program at the Council.

Primary Responsibilities

1. Assist with recruitment of volunteers and student interns.
2. Update volunteer job descriptions as necessary.
3. Post position vacancies.
4. Maintain up-to-date information regarding resources for volunteer recruitment.
5. Schedule interviews and orientations for applicants.
6. Conduct orientation sessions for new volunteers and interns.
7. Assist with training new volunteers and interns in basic office procedures.
8. Coordinate schedules and logistics for volunteers/interns.
9. Other administrative tasks related to volunteer management such as arranging field trips and recognition events.
10. Serve as liaison between staff and volunteers/student interns.
11. Ensure that internship requirements are met (including number of hours, evaluation, learning objectives, etc.).
12. Work to improve the procedures and practices of the program.
13. Provide general administrative assistance and take on special projects as needed to Vice President of Administration and Development.
14. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
15. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
16. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Proficiency with Microsoft Office Suite, especially Word, Excel and PowerPoint.
2. Excellent Interpersonal and Organizational skills.
3. Interest in learning Volunteer Management, Non-Profit Management.
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:

Successful candidates are able to take initiative, are self-motivated, well organized and personable. Preference is given to persons with an interest in learning Volunteer Management, Non-Profit Management, Human Resources and/or persons who are studying or have studied in the areas of International Affairs, Intercultural Communications, Regional Studies, or a related field.

Member Benefits Include:

- Upon successful completion of a term of service, eligible members receive an education award of \$1,800. 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).
- Interns are encouraged to attend events and monthly lectures and forums sponsored by the Council.
- Networking opportunities, skill building and fun!

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to volunteer@worldoregon.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: Volunteer Coordinator, 503-274-7488 or volunteer@worldoregon.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>.

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www.esd112.org/links