



Cultural Leadership Position Description

Job Title:	Programs AmeriCorps VISTA Member
Status:	full-time service positions, 35-40 hrs/ week, some weekends
Pay Rate:	AmeriCorps VISTA stipend (\$13,999 per 12 months of service)
Reports To:	Program Director

Position Summary

Inequitable and unjust systems are at the root of generational poverty in St. Louis. As a result of the Programs VISTA's service, Cultural Leadership will be able to better develop young social justice leaders, including those from low-income communities, with the necessary knowledge and skills to bring awareness and change to those systems that perpetuate poverty. The Programs VISTA will build the capacity of Cultural Leadership by developing and implementing new sustainable programming for students and alumni, including a social justice summer camp for middle school students. Additionally, the Programs VISTA will create communication strategies to strengthen Cultural Leadership's alumni network and give Cultural Leadership access to a more robust pool of high school and middle school student applicants.

Major Responsibilities

Middle School Social Justice Summer Camp Evaluation & Coordination

- Create data points by which to measure and evaluate previous camps
- Review previous camp reports, surveys, and documents for analysis
- Communicate with previous campers, families, and partners to gather additional data for analysis
- Research similar summer camp models inside and outside of the region
- Develop plans to re-launch Social Justice Summer Camp experience in Summer of 2022
- Build and re-initiate relationships with student recruitment partners at local middle schools, houses of worship, and community organizations
- Create informational materials about camp for partners, families, and students
- Update Camp Facilitation Manual

Alumni Engagement/ Communication

- Research, identify, and capture strategies to engage alumni
- Connect with alumni to assess their needs and gather contact information
- Develop and coordinate alumni programming based on findings
- Create and post social media content that highlights student programming, alumni achievements, and engagement opportunities for alumni, partners, and supporters
- Create informational materials about the College Summer Social Justice Internship program to share with alumni and partners

High School Leadership Program Recruitment & Logistics Support

- Build recruitment partnerships with high school personnel, houses of worship, and other youth organizations
- Create recruitment informational materials about the High School Leadership Program for students, families, and partners
- Coordinate potential travel, lodging, and speaker arrangements for the program's Transformational Journey in the summer
- Coordinate informational events
- Generate and maintain databases and recruitment materials

Other Duties

- Participate in and contribute to staff meetings
- Support "all-hands on deck" events such as fundraisers and volunteering events
- Contribute to office administrative tasks such as answering phone, refilling copier, and keeping space clean

Skills & Qualities

- Project management & Systems creation
- Research and evaluation
- Ability to communicate with a variety of age groups and roles
- Great writing and verbal communication skills
- Understanding of social media strategies and content creation
- Organization
- Ability to work independently as well as part of a team
- Problem solver, ready to look at issues from multiple perspectives
- Flexibility and adaptability
- Commitment to service