



Posting Date: November 1, 2017

Job Description Title: AmeriCorps Public Relations & Recruiting Coordinator
Reports To: Program Director, Kim Stanley
Schedule/Hours: 1700 hours over 12 months; May include some evenings and weekends
Supervisory Responsibility: Yes___ No_x_
Job Location: Sioux City, IA. Travel within our service area may be required.
Starting Date: No later than December 1, 2017

Position Description: Big Brothers Big Sisters of Siouxland is currently seeking and accepting resumes of dedicated individuals to serve on our team as our AmeriCorps member. Our primary goal is to utilize the skills and talents of our AmeriCorps member to execute the core mission of our organization: to provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever. This position will create new community partnerships with mentor recruiting potential and help our agency expand our presence in nearby communities. They will also design a new substance abuse curriculum that will be added to our mentor orientation and training, as well as post-match meetings and group activities for our Bigs, Littles, and parents to participate in together.

This position is funded through the AmeriCorps program with the member performing service activities on behalf of Big Brothers Big Sisters of Siouxland. This position has a one-year contract with a commitment to serve at a minimum of 1700 hours while receiving a living stipend of \$13,000.00 paid in equal increments bi-weekly on the IDPH pay schedule. Upon successful completion of the contract, the member will receive an education award of \$5,815.00 that can be put towards tuition, student loans, or school expenses for either undergraduate or graduate school.

Essential Duties & Responsibilities:

- AmeriCorps member will help design and execute the BBBS 40 Bigs in 40 Days campaign in the spring. This will include a marketing and social media plan, as well as appearances on local stations.
- Member will recruit at least 30 new mentors. Each volunteer will engage in an average of 2.2 hours of volunteering per month.
- AmeriCorps member will assist in the creation of and strengthening of our Prevention Through Mentoring Sustainability Plan. Identify best methods to strengthen and ensure continued, positive results for this program.
- Create at least one hands on activity to do with Bigs and Littles that is prevention themed. Member will integrate this activity into one of the months match activities.
- Distribute community-based materials to at least 25 businesses and/or organizations. This material will also contain recruitment information and the benefit that mentoring has on prevention.
- Coordinate Mentor Orientation/Training.
- Create and facilitate at least two trainings focused on substance abuse prevention education.
- Maintain referral relationships and community partnerships.
- Represent BBBS at appropriate venues that may include fundraisers, special events, meetings, and fairs.
- Assist with recruitment efforts for all program participants. This may include public speaking, marketing fairs, promotional events, interviews, and networking.
- Complete agency reports as assigned on regular basis.

Job Qualifications:

Education and Experience- Degree or working on a degree in marketing/recruiting or related field preferred.

Skills & Knowledge:

Excellent written and verbal communication skills

Must be able to keep client information confidential

Skill in communicating persuasively with adults

Skill in dealing with diverse audiences

Skill in collaboration and teamwork

Ability to work proactively to solve problems and resolve conflicts

Ability to work independently to meet job expectations

Ability to deal with change effectively

Ability to conduct self in a professional, diplomatic manner at all times and in all situations

Ability to learn new tasks and methods

Willingness to be flexible with job tasks

Requires regular use of the computer, MS Office (Microsoft Word and Excel), and information management systems.

Public speaking and ability to train

Good interpersonal skills

Physical Aspects of the Job

Requires regular use of an automobile with insurance and travel within the service area (Sioux City) as well as flexible daytime, evening and some limited weekend hours. Must be able to effectively and efficiently respond to calls, emails, and drop-in visitors on a regular basis.

Send resume by mail or email to Big Brothers Big Sisters of Siouxland

Attention: Kim Stanley

3650 Glen Oaks Blvd

Sioux City, IA 51104

Email: kstanley@bigbrothersbigsisters.com