Temporary National Service Program Assistant
Minnesota Literacy Council

Job and department overview
Minnesota Literacy Council seeks an energetic, outgoing individual with a passion for education equity, volunteerism, and/or national service to serve as a Temporary National Service Program Assistant. This position is 30 hours per week from approximately the week of January 2, 2018, through May 25, 2018, and reports to the National Service Coordinator. The National Service Program Assistant supports the literacy council’s two AmeriCorps VISTA programs: Summer Reads and Literacy VISTA. This position is primarily responsible for coordinating the recruitment, interviewing, and enrollment of new Summer Reads members and conducting outreach and initial screening for new Literacy VISTA members.

Minnesota Literacy Council shares the power of learning through education, community-building, and advocacy. Our approximately 100 VISTA members each year serve in either 12-month or 8-week terms of full-time paid volunteer service. They help schools, nonprofits, and public agencies across Minnesota improve their ability to provide high-quality literacy services that empower children, youth, adults, and families to move out of poverty. At the same time, VISTA members build their leadership skills and networks, explore new career paths, pay for college, and become lifelong advocates for the communities they serve due to the power of their experience.

What makes Minnesota Literacy Council a great place to work?
• We are an organization and team passionate about making a positive impact on people’s lives.
• We provide flexibility in how employees carry out their work.
• We take our mission seriously but we don’t take ourselves too seriously.

Position responsibilities
• As part of a team, conduct marketing and outreach to help us meet our recruitment goals for new VISTA members. Tasks include tabling at fairs and events; presenting information to community and school groups; posting ads and flyers in various locations, both physical and digital; and identifying creative ways to spread the word.
• Interview, track, and communicate with candidates through each stage of the application and enrollment process.
• Execute detailed administrative tasks related to member and host site applications. Tasks include scheduling interviews; conducting background and reference checks; collecting enrollment documents from sites and candidates; and entering data into our databases, Salesforce and eGrants (the AmeriCorps system).
• Assist with reviewing applications and selecting new host sites.
• Actively participate in weekly department and monthly all-staff meetings.

Qualifications
We seek candidates who are outgoing, detail-oriented, and passionate about education equity, volunteerism, and/or national service. Preferred candidates will have experience and strong skill sets in the following areas:

Essential:
• Superior organizational skills, strong attention to detail, and ability to prioritize multiple tasks
• Thrive in a team environment and have strong interpersonal and effective oral and written communication skills
• Able to connect quickly with diverse individuals from many different backgrounds and identities, and able to communicate your passion to inspire and inform potential AmeriCorps VISTA candidates
• Have a love of continuous learning
• Comfortable speaking in front of groups and one-on-one
• Able to work occasional evenings and weekends for recruitment outreach events
• Commitment to our mission and values of equity, inclusion, service, and community

Preferred:
• At least two years of experience and/or education in literacy, marketing, communications, volunteer management, nonprofit program management, or related field
• Knowledge of and comfort with social media, computer software, and databases – especially Salesforce (or similar platforms) and Microsoft Office
• Prior experience with service years (e.g., AmeriCorps, VISTA, Peace Corps)

Compensation and benefits
• Temporary position, from approximately early January through late May; preferred dates: week of January 2, 2018, through May 25, 2018
• Starting pay rate between $17.58 and $19.54/hour, based on experience
• 12.5 hours of PTO (paid time off) accrual per month, and a flexible schedule
• Travel will be reimbursed for work-related events and meetings

Hiring process and timeline
Please email cover letter explaining why you are interested in the position and detailed resume of relevant and transferable work experience, education, and interests by Wednesday, November 22 to hr@mnliteracy.org, with National Service Program Assistant in subject line.

We expect in-person interviews to take place in early December and we will make an offer shortly thereafter. We would like to have the selected candidate start in early January, preferably the week of January 2, 2018.

Our commitment to diversity, equity, and inclusion
Minnesota Literacy Council fosters an organizational culture that is welcoming and inclusive to all. See our full diversity and inclusion statement here: https://mnliteracy.org/about/diversity-inclusion