

Campus Compact for Southern New England (CCSNE) AmeriCorps VISTA, 2017-2018  
Stamford Cradle to Career Collective Impact  
United Way of Western Connecticut

**Job Description**

**College and Career Access Coordinator**

**Stamford Cradle to Career** is a Collective Impact partnership with a solid and committed cross sector collaboration that is based on the nationally recognized StriveTogether Framework in creating a community-wide partnership. It is a road map to change and a new way for community stakeholders to work together. The overarching goal of Stamford Cradle to Career is “to collectively align community resources to ensure equity and excellence in education, for every child, from cradle to career”. Our vision is to assure that “all youth succeed in education, career and life” because successful children lead to a vibrant and thriving community. United Way of Western Connecticut is serving as the anchor and backbone entity providing management and fiscal support for the partnership.

The work of the Stamford Cradle to Cradle is centered around the Community Action Networks (CANs), each representing a specific developmental milestone such as Infant Health and Development, Kindergarten Readiness, Early Grade Reading, Transition to Middle School, Transition to High School, and Transition from High School to Postsecondary, College and/or Career. The CANs are charged with implementing a proven strategy focused on a specific targeted outcome of Stamford Cradle to Career.

Stamford Cradle to Career seeks on individual to serve as AmeriCorps VISTA member through the Campus Compact for Southern New England to provide capacity building support for one of our Community Action Networks (CANs): Transition from High School to Postsecondary, College and/or Career. AmeriCorps VISTA member will report to the Project Manager for Stamford Cradle to Career (SC2C) and work closely with the members of the CAN. The overall purpose of this position is to coordinate and promote alignment of middle and high school years with the requirements of a successful postsecondary and/or career environments. The AmeriCorps VISTA member will help support and build the capacity of the Community Action Network to prepare Stamford youth for postsecondary access and success.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the SC2C backbone staff with the development and coordination of aligning middle and high schools with the requirements of a successful postsecondary and/or career environments.
- Act as liaison with the institutions of higher learning specifically with the UCONN-Stamford Campus.
- Support Community Action Networks in developing key strategies to prepare students for higher education and/or vocational training.
- Develop and cultivate relationships with community stakeholders.
- Maintain communication and work collaboratively with community partners.
- Coordinate the CAN meetings and promote engagement of stakeholders with follow-ups and close communication.
- Maintain and archive appropriate documentation of CAN progress including, but not limited to, meeting minutes, work products and relevant research.
- Provide general administrative support to the CAN, including managing general mail, e-mail and telephone correspondence.

- Assist in advocacy and promotion of the SC2C with state and local delegates and community leadership.

**Capacity building goals for the 2017-2018 VISTA include:**

- Creation of a resource tool identifying and linking together Stamford's existing assets and resources intended to prepare Stamford youth to enter the workforce and/or to enroll in post-secondary school.
- Creation of a resource tool identifying and linking together Stamford's existing assets and resources intended to minimize/eliminate any remediation period students may experience as they enter post-secondary school.
- Creating a tool to align career skills of the future with the skills of the current graduates
- Creation of system of communication and coordination with the regional team implementing StriveTogether Framework.
- Planning grant work with data gathering.

**To achieve these goals, the VISTA member will engage in activities such as:**

- asset mapping
- data collection
- research and analysis
- meeting coordination
- group facilitation
- recapping of project status
- project management and communications

**VISTA Qualifications:**

- 2- or 4-year college degree
- Strong written and verbal communication skills
- High degree of integrity and professionalism
- Ability to work independently and to see project(s) through to completion
- Ability to prioritize and multitask
- Willingness to take initiative and meet deadlines
- Strong relationship-building skills
- Experience working with groups (facilitation and project management)
- Familiarity with data collection and interpretation
- Ability to develop action plans
- Proficiency with social media, Microsoft Word, Excel and PowerPoint

**Program Benefits:**

- Segal AmeriCorps Education Award (\$5,815) or post-service stipend (\$1,500) upon successful completion of the program
- Modest living allowance of \$641.20 bi-weekly
- Healthcare benefits
- Access to monthly professional development
- One year of noncompetitive eligibility for federal government jobs
- Student loan forbearance or deferment
- Access to national and state Campus Compact network opportunities
- Childcare assistance

## How to Apply

- Complete the AmeriCorps application on [www.americorps.gov](http://www.americorps.gov) and submit it to the “Campus Compact Southern New England AmeriCorps VISTA” program listing.
- Email a resume, cover letter indicating you are interested in Stamford Cradle to Career to [ccsnevista@compact.org](mailto:ccsnevista@compact.org).

### **Please answer in your cover letter:**

Why do you want to serve with the CCSNE VISTA program?

Why do you believe you are best suited for our program?