

## 2024-2025 AmeriCorps Member Position Description



**Partner Organization Name:** First Grace Community Alliance

**Corps Member Position Title:** Project Ishmael Volunteer and Resource Coordinator

**Supervisor:** Angela Davis

**Days/Hours of Service:** Monday-Friday, 8 am - 4 pm

**Physical Location:** 3401 Canal Street, New Orleans, LA 70119

### **Organization Mission and/or Goals:**

FGCA's mission is carried out through two programs: 1) Hagar's House, a sanctuary for women, children, and trans/gender-nonconforming folks, and 2) Project Ishmael, a small pro bono immigration legal program for children. The AmeriCorps members will support both programs during their service term.

### **Member Position Summary:**

The AmeriCorps member will increase FGCA's capacity by coordinating volunteers (20% of the position), program design/evaluation (35%), resource coordination (35%), and social media and technology (10%). They will manage volunteer recruitment and outreach using online platforms and in partnership with local institutions, such as colleges and professional groups. They will coordinate any necessary preparation and documentation for volunteers, as well as onboarding, scheduling, and orientation.

The AmeriCorps member will ensure supervision for volunteers while they are on site and will often work alongside them to provide support and guidance. They will be responsible for follow-up and ongoing engagement in order to build and maintain our volunteer base. The AmeriCorps member will also coordinate volunteer appreciation events throughout the year, and regularly send thank you notes.

The AmeriCorps member will maintain and expand community and individual partnerships, research potential new partnerships, and track progress building or maintaining relationships with all of FGCA's supporters. They will maintain our database for volunteer and supporter information, including skills and availability, and will use this database to track engagement and evaluate the impact of recruitment and communication strategies on relationships. Through daily work with all parts of FGCA, the member will learn our critical needs and develop promotional materials, thank yous, and outreach strategies for each.

Throughout the year, we hold special events that build community and engage our supporters. The AmeriCorps member will enhance these events by supporting outreach, event design and logistics. These events include our annual benefit in September, winter holiday gift-giving programs for current and former program participants, and two or more events in the spring.

FGCA serves many families and individuals that are not fluent in English. The AmeriCorps member will coordinate language access across programs so that beneficiaries move out of poverty and achieve housing security. This will involve working with a pool of interpretation and translation volunteers, as well as evaluating and developing our programs to ensure they are accessible to people who speak different languages.

The AmeriCorps member will boost our social media engagement by composing and scheduling posts for special events and to address specific program needs. They will also assist with office coordination for Project Ishmael, including technology coordination.

### **Member Impact**

The AmeriCorps member will significantly and positively impact both of our programs by building capacity and shared systems between the programs, so that we may share more and duplicate less.

Over the course of the service year, the member will expand the capacity of Project Ishmael to take on more child's cases so they can achieve full legality (a 5-7 year long process that the member might not see but will still take part in). As a result, children and families will live in less fear and in more security. Children with legal pathways to staying in the U.S. will experience relief. They will have access to safety, healthcare, education and in most cases, family.

### **Essential Functions of Position:**

- Maintain engagement with volunteers and supporters
- Recruit new volunteers to meet specific program needs
- Coordinate volunteer appreciation events alongside the Hagar's House Volunteer Coordinator
- Meet most Fridays with the Hagar's House Volunteer Coordinator to build capacity and connection between the overall volunteer and supporters of First Grace Community Alliance, making sure efforts are not duplicated and one volunteer list is maintained.
- Coordinate volunteer-run legal and community events with Project Ishmael and bring in partner organizations doing complementary work
- Coordinate interpreters to support legal work at Project Ishmael
- Support coordination of special events throughout the year
- Maintain and expand community partnerships
- Support social media outreach on multiple platforms by gathering content during events and daily work, keeping photos in shared albums with labels (and notes that there is or is not

consent to share a given photo), working in canva to draft, getting posts approved, and posting

- Support office coordination at First Grace Community Alliance, working on building overall organizational capacity with systems (like Google for Nonprofits and online newsletters to keep supporters informed)
- Coordinate resources at Project Ishmael and FGCA, in partnership with the Hagar's House resource coordinator

### **Skills, knowledge and trainings the corps members should expect to gain from this position**

If the member chooses, they can gain so many! We value partnerships and would love for the member to get to know our partners. We share lots of optional training via partner organizations. Concretely, members will learn to manage Little Greenlight system for volunteers and supporters. They will learn to work with volunteer translators who are using google phone and a legal case management system. They will have an opportunity to participate in Hagar's House programs led by volunteers on all types of projects: tiny house building, finances, yoga, meditation, art, and many more. They will need to implement gardening knowledge a couple times a month as well! Additionally, members are welcome to participate in and shadow most parts of the nonprofit. While these are not their job, they can shadow (if they want): housing intakes, court hearings, legal intakes, and many other processes.

### **Ideal Candidate Qualifications**

- Commitment to advancing FGCA community values of social justice, including but not limited to racial justice, immigration justice, transgender & LGBTQ rights, language access, and environmental justice.
- Commitment to working with diverse staff members
- Ability to support day-to-day details while also thinking of the big picture and keeping the needs of a whole community in mind.
- Ability to organize one's own schedule and tasks to help make sure all work responsibilities are met, while working in an environment with lots of activity.
- Competence in communicating and JOYFULLY interacting with others of diverse cultural, geographic, and economic backgrounds in a professional and compassionate manner, including interacting with individuals experiencing substantial levels of emotional, physical, or other hardship.
- Ability to use Microsoft programs, email, google docs, and learn database software.
- Some experience a plus such as knowledge of immigration issues (personal or professional), working or volunteering in a shared home/shelter, or non-profit work.

### **Required Transportation Requirements (ex: own vehicle or able bike to site)**

Our site is accessible by car, public transportation, and bike. You will need to go to some offsite events and locations (like the post office, court, volunteer events, partner organizations for meetings, etc). For

these, you will be expected to work out getting there. You can use an organizational bike or be reimbursed for public transport (bus or streetcar).