



ONE YEAR SERVICE FELLOWSHIP OPPORTUNITY (VISTA)

Title: VISTA Alumni Associate

Location: National Capital

Region (DC)

Dates: August 2009 – August 2010

ORGANIZATION OVERVIEW:

Year Up's mission is to close the Opportunity Divide in our country by providing urban young adults with the skills, experience, and support that will empower them to reach their potential through professional careers and higher education.

We achieve this through a high-support, high-expectation model that combines marketable job skills, stipends, corporate apprenticeships, college-level coursework, a behavior guidance system and several levels of support to place these young adults on a viable path to economic self-sufficiency. Our intensive training and education program serves urban young adults, ages 18–24, in Boston, New York City, Providence, San Francisco and Washington, D.C. We have achieved excellent results to date: 100% placement of qualified students into apprenticeships, 90% of apprentices meet or exceed partner expectations, 87% of graduates placed in full or part-time positions, and a \$14/hr average wage at placement. Please see www.yearup.org for details

POSITION OVERVIEW:

The Year Up, National Capital Region Alumni Associate is responsible for leading all activities related to career progress, pursuit of opportunities in higher education and alumni events. The Alumni Associate will manage and develop relationships with prospective employers and representatives of institutions of higher education in order to enable Year Up students and graduates to secure well-paying positions and pursue appropriate higher education.

In keeping with Year Up's values, the Alumni Associate will also interact with students as an advisor, group facilitator, and advocate, participating in creating and sustaining a positive educational environment, with trust among students, faculty and work site leaders.

NOTE – THIS IS A 1-YEAR VISTA SERVICE POSITION. PLEASE READ BELOW FOR DETAILS.

KEY JOB ELEMENTS:

STUDENT AND ALUMNI SUPPORT

- Manage the design and delivery of career development curriculum for Year Up students and apprentices, including incorporating staff and external volunteers in workshops and one-on-one advising
- Coordinate and support comprehensive job search activities for Year Up students and alumni
- Identify and connect Year Up students to opportunities within higher education
- Work closely with staff advisors and mentors to understand each student's employment needs
- Manage the development and implementation of tools and services geared towards supporting the job search and placement needs of Year Up graduates
- Work closely with alumni and job placement staff from each of the sites to build and hone effective tools, systems, and partnerships and to share best practices throughout the national network
- Develop an effective alumni association
- Work with the Manager of Development in organizing and implementing the annual graduation ceremony
- Organize and implement a quarterly portfolio show and other events in order to promote continued contact with graduates.
- Create and develop an alumni mentor program.
- Create and design quarterly alumni newsletter
- Research best practices for effective alumni associations
- Build networking opportunity for alumni and student body in order to benefit all through maintenance of alumni website and coordination of bi-annual events

CORPORATE PARTNERSHIPS

- Actively manage relationships with current employers to ensure successful placement of Year Up students and graduates in apprenticeships and full-time positions
- Expand relationships with current employers by strategically engaging key contacts and working to understand the company's needs and expectations, in order to ensure a successful partnership
- Stay current on trends in the job market, including attending career fairs and recruiting events
- Attend career fairs and recruiting events

QUALIFICATIONS:

- 2+ years post-college work experience; experience in a DC-based job placement position or corporate recruiting role preferred
- Strong personal networking and relationship-building skills
- Excellent verbal and written communication skills
- A passion for working with urban young adults, an unshakable belief in their potential, and a strong commitment to the mission of Year Up
- Experience working with multi-cultural and diverse groups
- Knowledge of employment resources in DC and surrounding regions
- Working knowledge of computers and Microsoft Office applications
- A creative and flexible style and the ability to take initiative and solve problems
- Previous experience in Alumni Relations a plus.
- Bachelor's degree or equivalent experience required

TO APPLY:

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, (both in Word format) to Bridgette Gray at bgray@yearup.org, subject line "VISTA Alumni Associate, NCR." Applications will be reviewed on a rolling basis.

Year Up is committed to hiring individuals who reflect the diversity of the community it serves.

ABOUT VISTA:

AmeriCorps/VISTA is the national service program designed specifically to fight poverty. VISTA members commit to serve full-time for a year at a nonprofit organization or local government agency (in this case, Year Up). By serving through VISTA, one gains new skills, friends, and experiences—plus the satisfaction that comes from helping others. During the service year, the candidate will receive a modest living allowance (typically \$10–12k), housing and transportation assistance (~\$700/month), health coverage, and other benefits. Upon completing the service, the candidate can choose to receive either an education award of \$4,725, or \$1,200 in cash. For more information, please go to: <http://www.americorps.org/about/programs/vista.asp>.

Note – per national VISTA regulations, candidates may not pursue other outside employment and/or be enrolled in school while serving as a VISTA.