



ONE YEAR SERVICE FELLOWSHIP OPPORTUNITY (VISTA)

Title: VISTA Program Associate

Location: San Francisco, CA

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 Atlanta, 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 \$15/hr average wage at placement. Please see www.yearup.org for details

POSITION OVERVIEW:

Reporting to the Director of Program Growth and Quality, the VISTA Program Associate is responsible for a variety of activities focused on helping to maintain and build out the program offered to Year Up students. These services are manifested in a variety of activities: assisting the Director of Program Growth and Quality in all operational aspects; supporting instructors inside and outside the classroom; supporting the site leader in his role; helping to strengthen the relationship between Year Up and City College of San Francisco (YU's academic partner, through which students earn college credit). In order to fully understand our mission and hence build capacity effectively, the VISTA Program Associate will also interact with students as an advisor and staff team member, participating in creating and sustaining a positive educational environment.

Year Up has successfully provided vibrant, mission driven experiences for those with a desire to maximize their talents in a social enterprise while developing professionally. This is a perfect opportunity for a motivated, detail-oriented go-getter who is interested in education and/or social enterprises to pursue prior to starting a full time career or grad school.

Key Responsibilities:

- Taking on special projects to support the Director of Program Growth and Quality as needed: special events, tutoring program, community service project opportunities and clothing drives
- Assisting instructors and the site leader with program support: participating in and facilitating Feedback sessions, creating schedules, coordinating with guest presenters, etc.
- Helping the Director of Program Growth and Quality with the City College of San Francisco credit-earning process (online assignment submission, application process, documenting and streamlining) for Year Up students and apprentices
- Providing support for Year Up San Francisco Bay Area partnerships: college advising and testing, job placement, etc.
- Collecting and crunching data about alumni college enrollment and attendance and credits earned per cohort as well as instructional staff data
- Participating in Year Up staff activities, such as staff meetings, retreats, and learning community events
- Serving as an advisor to several Year Up students
- Other administrative and operational functions as needed

QUALIFICATIONS:

- A passion for working with urban young adults, an unshakable belief in their potential and a strong commitment to the mission of Year Up
- 1-2 years post-college work experience, including one year in a role similar to the described VISTA Program Associate
- Sophisticated personal networking and relationship-building skills
- High level of professionalism and resourcefulness-- the ability to work independently and as a team player, to take initiative and manage multiple tasks, relationships and projects
- Working knowledge of computers and Microsoft Office applications
- Interest and/or experience working diverse populations
- Flexibility, creativity and willingness to learn and work on different tasks as needed
- Ability to take initiative and proactively manage multiple tasks and projects at a time
- Excellent communication, organization and time management skills
- Experience and comfort in a fast-paced entrepreneurial environment
- Sound judgment, maturity, and the ability to handle sensitive and confidential information with discretion

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 the Director of Program Growth and Quality Jessica Cogan at jcogan@yearup.org, "VISTA Program Associate."

Year Up is an Equal Opportunity Employer

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.