“Helping refugees establish roots, build community, and become self-sufficient.”

**POSITION TITLE:** AmeriCorps Member: Capacity Building to Newcomer Education

**Type of Service:** Direct and Indirect  
**Programs:** Newcomer Education

**Connection to Mission:** ReEstablish Richmond believes that the journey of resettlement begins when newcomers arrive and continues until they are fully integrated in the community. Doing it alone is possible but having companions along the way increases the chances of success and allows room for everyone to consider and celebrate what it means to be seen, to be valued, to contribute, and to belong. This AmeriCorps member position will expand our capacity to provide accessible English Language and other educational programming to newcomers.

**Location of Job:** You will have access to our office located at 2705 Park Ave, Richmond, VA, 23230. You will also be expected to work out in the community with our community partners and in client homes as needed. You will be expected to work both in person and virtually throughout your year of service.

**Start Date:** September 2022  
**Time Commitment:** 40 hours a week. Must be available for events on nights/weekends.  
**Duration:** 1 year  
**Stipend:** $28,800.00, paid bi-weekly + Benefits + Education Credit ($6,495)

**Position Description:**  
The Capacity Building AmeriCorps Member is a one-year position responsible for building the capacity of our Newcomer Education programming. Working through a lens of equity, our priority in Newcomer Education is to reduce barriers for newcomers so that they can better access community resources and build community (and in turn, a sense of belonging). This includes providing culturally appropriate language access services, and providing transportation and childcare whenever we offer in-person educational programming. This AmeriCorps Member role will build our capacity to provide these services.

**Responsibilities:**

- Provide logistical support for in-person classes for English language acquisition, employment readiness, or cultural orientation.
- Work directly with and provide support to English language instructors, making sure they have the resources they need to teach and communicate with clients.
- Engage and support volunteers who provide support to these programs.
- Ensure meaningful access to ReEstablish Richmond programming so that clients can fully participate despite common barriers for newcomer communities (transportation, childcare, language access, technology, etc.)
- Maintain accurate client records, including database and other tools used to record and track progress towards client goals.
ReEstablish Richmond
AmeriCorps Capacity Building

“Helping refugees establish roots, build community, and become self-sufficient.”

- Serve as a bridge of communication between ReEstablish Richmond and referral partners in the community. (Examples include community English classes, resettlement agencies, and workforce development programs).
- Collect monthly client data to track key indicators and report program outcomes.
- Actively participate in weekly Staff meetings and Program meetings.

Proposed activities will be supported, in part, with federal funds from the AmeriCorps State program sub-granted through the Commonwealth of Virginia, Virginia Department of Social Services. Activities are contingent upon funding availability and award from AmeriCorps.

AmeriCorps Requirements:
- Must be a U.S. Citizen or Lawful Permanent Resident (LPR) authorized to work in the U.S.
- Must be at least 18 years old
- Must commit to one full term of service
- Must be high school graduate, GED recipient, or working toward attaining a high school diploma / GED during their term of service
- Must complete a National Service Criminal History check

ReEstablish Richmond Expectations:
- Driver’s license and a reliable vehicle
- Excellent written and verbal communication
- Confident when presenting in front of individuals and large groups
- Proficiency working across different systems such as G-Suite, Office 365, Squarespace, volunteer database
- Strong project management and event planning skills
- Flexible and willing to learn new things
- Ability to connect with others and forge strong relationships
- Ability to work independently as well as on a team
- Share our commitment to our mission and to our values of welcome, equity + justice, empowerment + self-determination, community, respect for human dignity + worth, authenticity, collaboration, integrity, and flexibility (https://www.reestablishrichmond.org/our-values)
- Comfort working with clients from diverse cultures

How to Apply:
1. Complete the interest form located at: AmeriCorps Service — ReEstablish Richmond
2. Upload a copy of your resume and a cover letter to the folder linked to the interest form.
3. Qualified candidates will be notified for a phone call or interview as soon as possible.

Website: www.reestablishrichmond.org
“Helping refugees establish roots, build community, and become self-sufficient.”