

Bay Area LISC AmeriCorps Site Placements 2010-2011*

* Unless otherwise noted these positions are FULL-time 1-year commitments. All positions start on Sept.1 2010 and end Aug. 31, 2011.

Site	AmeriCorps Job Description	Contact Person
<p>East Bay Asian Local Development Corporation Oakland, CA</p> <p><i>Financial Planning/ Family Economic Development</i></p>	<p><i>Volunteer Income Tax Assistance (VITA) and the Money Savvy Youth (MSY) Volunteer Coordinator</i></p> <ul style="list-style-type: none"> ▪ Money Savvy Youth Program: <ul style="list-style-type: none"> ○ Assist EBALDC staff in delivering Money Savvy Youth curriculum to students at Oakland public schools. ○ Provide support in the recruitment, training, and coordination of volunteers to teach MSY. ○ Assist in outreach to new school partners and cultivation of current ones. ○ Assist in the development and refinement of volunteer training materials and curricula. ○ Help in ensuring that data is properly entered into the database. ○ Assist in other program related tasks as needed. ▪ Volunteer Income Tax Assistance Program: <ul style="list-style-type: none"> ○ Assist EBALDC staff and volunteers to prepare 1,300 tax returns for low-income families in the 2010/11 tax season. ○ Lead recruitment and assists in management of volunteers. Duties include being the primary liaison between volunteers and EBALDC, creating and disseminating volunteer recruitment materials, maintaining database of volunteers, and coordinating volunteer work schedules. ○ Assist in design and delivery of income tax training sessions and orientations, including encouraging and training volunteers to take the advanced certification exam. ○ Assist in the development and dissemination of marketing materials to advertise the Volunteer Income Tax Assistance Program. ○ Help in ensuring that data is properly entered into the database. ○ Assist in other program related tasks as needed. 	<p>Wilson Pho East Bay Asian Local Development Corporation 310 8th Street, Suite 200 Oakland, CA 94607 Phone: 510-287-5353 FAX: 510-763-4143 Email: wpho@ebaldc.com</p>
<p>Resources for Community Development Lower San Antonio, Oakland</p> <p><i>Affordable Housing Development</i></p>	<p><i>Housing Development Project Assistant</i></p> <ul style="list-style-type: none"> ▪ Primary project management responsibility for one development project, and ▪ Assisting Project Managers with their housing development work including: ▪ Writing and assembling funding applications, ▪ Assisting the development of and implementing community outreach and community acceptance strategies, ▪ Developing graphics and narrative for outreach activities such as presentation boards, flyers, project summaries, etc., ▪ Researching planning, zoning and other entitlements, and ▪ Revising and updating development proformas ▪ Work with other RCD staff as directed to assist in the analysis of on going projects and refining of interdepartmental procedures and systems. 	<p>Angel Williams Resources for Community Development 2730 Telegraph Ave. Berkeley, CA 94705 Phone: (510) 841-4410 Fax: (510) 548-3502 Email: awilliams@rcdev.org</p>

<p>Excelsior Action Group Excelsior, SF</p> <p><i>Youth Engagement/ Volunteer Recruitment</i></p>	<p>Volunteer Coordinator</p> <ul style="list-style-type: none"> ▪ Assist in the planning of the Excelsior Festival, including volunteer recruitment and management, producing and distributing materials, and leading/assisting with production logistics ▪ Continue to develop the current volunteer program that supports EAG’s community building and improvement projects/activities such as the Excelsior Festival, community arts and mural program, community clean-ups & maintenance, Halloween and other events ▪ Assist with youth engagement program and providing mentorship/training to youth leaders ▪ Conduct targeted outreach and recruitment to local schools and community serving programs to increase community participation and diversity in EAG’s youth engagement and volunteer programs ▪ Develop program materials and produce special projects and events for volunteers to participate in ▪ Maintain & update volunteer contacts inventory database ▪ Develop curriculum, co-facilitate meetings and establish a youth-run adopt-a-project maintenance as part of the Youth Engagement Program (YEP) ▪ Innovate new project directions and contribute to project team at weekly staff meetings. ▪ Other responsibilities as requested by the Director, EAG. 	<p>Cristy Johnston Executive Director Excelsior Action Group 4652 Mission Street San Francisco, CA 94112 Phone: (415) 585-0110 Fax: (510) 585-0170 Email: cristy@eagsf.org</p>
<p>Excelsior Action Group & Portola Neighborhood Steering Committee Excelsior/Portola SF</p> <p><i>Public Safety</i></p>	<p>Public Safety Coordinator</p> <ul style="list-style-type: none"> ▪ EAG specific Responsibilities: <ul style="list-style-type: none"> ○ Provide support and resources to execute Light-Up the Night objectives ○ Convene monthly Public Safety Committee meetings to advance and implement other safety initiatives ○ Organize quarterly safety-related events that coordinate with existing public safety groups in the neighborhood ○ Convene groups interested in collaborating on other public safety efforts mentioned during the Excelsior Listening Campaign ○ Coordinate National Night Out events in the Excelsior; possibly in the Portola ▪ <i>PNSC specific Responsibilities:</i> <ul style="list-style-type: none"> ○ Convene monthly Portola Watch meetings in coordination with chair ○ Provide support and resources to execute Portola Watch objectives ○ Identify and support implementation of sustainability strategies to continue Portola Watch as a community driven volunteer group ○ Organize already established monthly foot patrols, engaging community at large and in collaboration with SFPD ○ Coordinate efforts to improve pedestrian and street level lighting on San Bruno Ave. ○ Coordinate information and advocacy campaign to have merchants and residents increase pedestrian level lighting ○ Coordinate Lighting Committee to work with city agencies to increase street level lighting; work with Public Utilities Commission, Pacific Gas & Electric 	<p>Cristy Johnston Executive Director Excelsior Action Group 4652 Mission Street San Francisco, CA 94112 Phone: (415) 585-0110 Fax: (510) 585-0170 Email: cristy@eagsf.org</p>

<p>Fresh Approach/ Solano County San Francisco Bay Area – Solano, Contra Costa, San Joaquin, Alameda, San Francisco, San Mateo, and Santa Clara Counties.</p> <p><i>Healthy Communities/ Nutrition</i></p>	<p>Community Outreach Coordinator</p> <ul style="list-style-type: none"> ▪ Assist in the development and implementation of outreach to SNAP recipients. ▪ Conduct educational and nutritional campaigns targeting SNAP recipients. ▪ Recruit and supervise volunteers at local farmers’ markets. ▪ Assist in community outreach by representing the organization at community events, and identifying community groups. ▪ Assist SNAP recipients with transactions at farmers’ markets. ▪ Recruit, train, and supervise Operation Frontline volunteers. ▪ Coordinate implementation of Operation Frontline classes. ▪ Assist in planning, record-keeping, correspondence and other office activities to support the project. ▪ Perform other duties as assigned. 	<p>Sarah Nelson Executive Director Fresh Approach 5060 Commercial Circle, Suite A Concord, CA 94520 Phone: (925) 825-9090 Email: sarahnelson@freshapproach.org</p>
<p>Rubicon Programs, Inc. Richmond</p> <p><i>Economic and Workforce Development</i></p>	<p>Financial Stability and Employment Program Assistant</p> <ul style="list-style-type: none"> ▪ Increase the breadth of financial stability services available to clients by helping to develop new service capacities as well as forging partnerships with other community agencies; ▪ Assist with coordination of free tax preparation program, including recruiting and managing volunteer tax preparers; ▪ Conduct outreach/marketing activities to recruit new clients for Rubicon services; lead financial literacy workshops; meet individually with clients to screen for income support eligibility and create financial independence plans; ▪ Expand organizational knowledge of legal and/or administrative remedies to help clients overcome barriers to employment, such as homeless courts and community service. 	<p>Rubicon Programs Inc. 2500 Bissell Avenue Richmond, CA 94804 Phone: (510) FAX: (510) 412-9029 Email: hr@rubiconprograms.org</p>
<p>Urban Strategies Council Oakland, CA</p> <p><i>Financial Planning/ Family Economic Development</i></p>	<p>Economic Opportunity Program, Income and Asset Development Volunteer</p> <ul style="list-style-type: none"> ▪ OakCLT: The Council is working to stabilize Oakland neighborhoods and provide permanently affordable homeownership opportunities for low-and moderate-income families through the Oakland Community Land Trust. The member serving in this capacity will serve as the liaison between homeowners and OakCLT to implement a community resource program of home maintenance and post-purchase financial supports to compliment the bricks-and-mortar work of OakCLT. <ul style="list-style-type: none"> ○ Identify and organize income and asset development resources and services for the land trust owners and residents in adjacent neighborhoods. ○ Establish and update clearinghouse for the services, including the collection of physical resources (such as a tool lending library) and establish procedures for use. ○ Conduct outreach to the community to inform residents of the available services. ○ Conduct and/or coordinate home maintenance and post-purchase financial counseling. ○ Conduct one-one-on sessions and/or workshops on using the resources within the program. ○ Create quarterly newsletter for homeowners. ○ Other duties as assigned by the Program Coordinator. ▪ Alameda County CAN is a working network of service providers, advocates, community based organizations, public agencies, base building groups and financial institutions that work in 	<p>Lisa Forti, MSW Income & Asset Development Program Coordinator Urban Strategies Council 672 13th Street Oakland, CA 94612 Phone: 510-893-2404 FAX: 510-893-6657 Email: lisaf@urbanstrategies.org</p>

	<p>partnership to increase the income and assets of low and moderate Alameda County residents. The member serving in this capacity will:</p> <ul style="list-style-type: none"> ○ Contribute to the coordination and communications of the collaborative. ○ Recruit new members. ○ Implement member tracking and communication tools. ○ Develop outreach and training materials ○ Deliver trainings. ○ Update and improve website; initiate social networking tools ○ Facilitate meetings. ○ Other duties as assigned by the Program Coordinator. 	
<p>Chinatown Community Development Corporation Chinatown, SF</p> <p><i>Resident Services Organizing</i></p>	<p><i>Community and Youth Programs Coordinator</i></p> <ul style="list-style-type: none"> ▪ Organize community-building activities in each of the following categories: neighborhood safety; positive parenting; disaster preparedness; and holiday/cultural events ▪ Coordinate after-school programs for children and youth ▪ Develop intergenerational activities ▪ Perform outreach for programs via door-to-door visits, posting/distributing flyers, and calling residents ▪ Create, translate, and post flyers, activity calendars, and newsletters ▪ Create and maintain attendance logs ▪ Assist staff in developing Resident Councils, providing meeting facilitation and oral/written translation as needed ▪ Record and distribute resident community meeting minutes ▪ Recruit and maintain a database of volunteers for youth programs ▪ Report program results ▪ Contribute to a safe and pleasant work environment ▪ Follow policies and procedures, including safe work practices ▪ Other duties as assigned by Supervisor 	<p>Chinatown Community Development Corporation 1525 Grant Ave. San Francisco, CA 94133 Phone: 415-984-1450 FAX: 415-362-7992 Email: jobs@chinatowncdc.org</p>
<p>West Contra Costa Public Education Fund (The Ed. Fund) Richmond</p> <p><i>Youth Development/ Volunteer Recruitment</i></p>	<p><i>Program Assistant</i></p> <ul style="list-style-type: none"> ▪ Community Engagement Initiative: <ul style="list-style-type: none"> ○ Participate in monthly meetings for The Ed. Fund Teacher Ambassadors Pilot Program, in which teachers from local middle schools convene to share best practices, identify needs and promising programs, and develop priorities for financial and volunteer support within the middle schools. ○ Using creative tactics and best practices in asset based community development, support teachers in identifying volunteer needs in their schools. Possible needs include: student safety; classroom management; tutoring; field trips; career days; theme days; guest speakers; lunch activities; chaperones; special programming; after school programming. ○ Make public presentations and do outreach to match volunteers with teacher-identified volunteer projects in the schools. ○ Partner with WCCUSD’s Volunteer Coordinator to support the successful integration of volunteers in schools. ○ Provide ongoing support and validation to teachers and volunteers. ▪ College Access Initiative: 	<p>West Contra Costa Public Education Fund 217C W. Richmond Ave. Richmond, CA 94801 Phone: (510) 233-1464 Fax: (510) 217-3996 Email: edfundwest@edfundwest.org</p>

	<ul style="list-style-type: none"> ○ Research, understand, and develop relationships with local Bay Area college access and retention programs. ○ Develop relationships with service providers, counselors, and teachers at West County high schools to be determined. ○ Develop strategies for connecting eligible students with high quality college access programs, including developing opportunities for students to learn about A-G requirements, college application procedures, financial aid application process, testing requirements, different types of colleges and degree programs, etc. ○ Develop relationships with current Ed. Fund scholars and increase their awareness of and access to college support programs. 	
<p>Out of Site Center for Arts Education San Francisco</p> <p><i>Youth/Community Outreach</i></p>	<p><i>Community Outreach Associate</i></p> <ul style="list-style-type: none"> ▪ Alumni Outreach: <ul style="list-style-type: none"> ○ Develop relationships between existing Out of Site students and alumni in order to maintain the Out of Site learning environment and values, and offer role models to existing students ○ Develop relationships with alumni to track and document the impact of the Out of Site experience ○ Facilitate an alumni council that helps develop youth programs, events and outreach ○ Engage alumni and high school youth in the Excelsior/OMI neighborhood through real-world projects ▪ Parent/Community Outreach: <ul style="list-style-type: none"> ○ Nurture adults to be better allies for the youth of the neighborhood ○ Connect and educate adults in the neighborhood about community resources that support youth (of all ages) ○ Connect the work of Out of Site and its youth with existing neighborhood councils, advisory boards ○ Increase and deepen Out of Site's connection with neighborhood agencies, councils and associations 	<p>Beth Rubenstein Executive Director Out of Site: Center for Arts Education San Francisco, CA Email: beth@outofsite-sf.org</p>