

JusticeCorps Recruitment and Retention Fellow Position Description (AmeriCorps State Fellow)

Goal: To support California JusticeCorps in the recruitment and retention of AmeriCorps members.

Position Overview: In an effort to strengthen the recruitment and retention of California JusticeCorps AmeriCorps members, the AmeriCorps State Fellow will be dedicated to expanding and building the program's capacity and their partnering organizations to effectively recruit and retain members.

The AmeriCorps State Fellow will be based at the headquarters for Los Angeles JusticeCorps and will work with the Los Angeles JusticeCorps team to expand community outreach, build social media presence through active posting and coordination with partner agencies, and promote the transformational impact of the program on populations with whom they work. Partner agencies will become more efficient and effective through increased community awareness, resulting in an increase in volunteer and national service participant interest, retention and new partnerships with institutions of higher learning and local business/foundations.

Identifying and implementing effective recruitment strategies to increase the capacity of [California JusticeCorps] is a significant component of the AmeriCorps State Fellow role, as are the creation and execution of retention strategies, planning for and hosting recruitment events, and developing ways to build and appreciate partnerships.

Areas of Responsibility and Essential Functions: The AmeriCorps State Fellow will provide capacity building support to JusticeCorps, as defined by the achievement of the following outcomes:

- An increase in AmeriCorps member applications received
- An increase in number of AmeriCorps member slots filled
- An increase in number of AmeriCorps members retained
- An increase in overall capacity built

Member Activities: All member activities will aim to collectively raise the awareness of national service opportunities statewide as well as strengthen the ability of the host program to adequately serve their beneficiaries by leveraging all slots awarded. Overall, the AmeriCorps State Fellow will be charged with creating and refining systems to recruit and retain quality AmeriCorps members.

The AmeriCorps State Fellow activities may include, but are not limited to the following:

- Be well-versed on the purpose of the program and its recruitment timelines.
- Gather and maintain updated information on the application process and timelines for the program.
- Conduct a Capacity Needs assessment and develop a program-specific action plan to diagnose and treat the capacity building needs of the program.
- Develop and foster partnerships to increase outreach to potential AmeriCorps Members.
- Expand community outreach through presentations at colleges and career fairs.
- Build social media presence through active posting and coordination with partner agencies
- Develop other marketing materials for recruitment purposes.
- Coordinate with other AmeriCorps State Fellows in the region to connect interested individuals to appropriate service opportunities
- Track and maintain data regarding progress towards achieving project outcomes
- Implement strategies to keep AmeriCorps Alumni engaged in promoting national service.
- Conduct weekly check-in meetings with program staff to set goals and touch base on progress toward target outcomes.