

## Program Coordinator The Connect Center

### About The Connect Center

[The Connect Center](#) is a youth center in Cohoes, NY that offers free after school and summer programming in STEAM areas to students in grades 6-12 in the Capital District. Our mission is to break the cycle of poverty by connecting youth to careers. We believe impacting poverty requires a whole human approach so in addition to our youth programs, we also offer several community support services like a food pantry, community closet, Backpack program and little free libraries.

*We are seeking a person who wants to:*

- Explore the world of youth and community programming
- Gain experience working with youth
- Learn what it's like to work in a quickly growing nonprofit organization

### Goals and Duties of The Position

#### *Goals*

The goal of this year-three of three position is to leave the Connect Center with engaging, well-run, educational opportunities for local school children that follow best practices and serve as a model for similar centers.

Similar to the youth programming, the site-based pantry and backpack programs will have the same goals of committed long-term volunteers running them and follow best practices to serve as a model for future projects.

#### *Duties*

The VISTA serving as Program Coordinator, will focus on:

- Coordinating programs, communications, procedures and style guide

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- Sustainability of programs through volunteer recruitment and management
- Conducting data collection and assessments to support funding opportunities
- Overseeing newsletter marketing and social media posts of Connect Center programs will be organized in a marketing calendar

### *Supporting Duties*

Day to day activities may include:

- Daily communications including answering phones, emails and social media messages
- Leading small teams of volunteers during programming
- Creating digital flyers and brochures
- Updating the website content
- Update and complete sustainability year three VISTA documents

### **Professional Development**

As a part of the ACE program, VISTA members take part in our monthly team building days, attend AmeriCorps trainings, and have access to Siena's faculty to learn more about their areas of interest.

At the Connect Center, VISTAs will develop skills in public speaking, nonprofit management, and leadership. With a large number of community partners, the Connect Center offers many networking opportunities in a wide range of industries.

### **Minimum Qualifications:**

- |   |                              |
|---|------------------------------|
| ● Must have an Associates level education or higher | ● Have great attitude        |
| ● US citizen or have permanent resident status      | ● Have a growth mindset      |
| ● Experience with email                             | ● Great communication skills |
| ● Proficient with computers and technology          | ● Ability to be flexible     |
|   | ● Problem solving skills     |
|   | ● Willingness to lead        |
|   | ● Conflict resolution skills |

### **Living Allowance:**

VISTAs earn a living allowance for their service. The annual living allowance is \$22,882, which is \$877.66 on a bi-weekly basis.

### **Benefits:**

- Experience working in a quickly growing nonprofit organization
- Experience working with middle- and high school-aged youth

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- Networking and career advancement opportunities
- Supportive cohort of peers
- Ten free meals a week at Siena College
- Siena Gym/Library/Career and Internship Center Access
- CDTA bus pass
- [Non-competitive eligibility for federal employment](#)
- \$6,345.00 Education Award upon successful completion of full service term

**Note:** VISTAs and VISTA Leaders do not have access to on-campus housing.

Visit us online: <https://www.siena.edu/centers-institutes/ace> and on IG: [@sienavistas](#)  
To Apply: [Click Here](#) or search “ACE at Siena” on the [MyAmeriCorps Portal](#) or email Taylor Disco,  
VISTA Director [tdisco@siena.edu](mailto:tdisco@siena.edu).

*At Siena, diversity is an invitation to celebrate the uniqueness of each individual, as well as the cultural differences that enrich us all. Siena strives to ensure that individuals from all backgrounds and perspectives are served equitably. The diversity that students, staff and faculty bring to the College are viewed as a resource, strength and benefit to the College as a whole.*

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