



Community Engagement & Sustainability Coordinator Literacy Volunteers Capital Region

Literacy Volunteers Capital Region plays an important role in our community by offering English, math, financial, and computer literacy instruction to approximately 250 adult learners each year. Through a cadre of trained volunteer tutors, we provide one-to-one and small group tutoring to Capital Region residents with low literacy levels – including English language learners (non-native speakers). Confidential services are provided free of charge to students. Costs are covered through government grants, and generous donations from foundations, businesses, and individuals.

We strive to ensure that adult learners who need literacy services have access to well-organized and high quality literacy and English language instruction.

The specific duties of the position include:

- **Rensselaer County Strategic Outreach:** Conduct a community needs assessment to identify underserved populations; develop a comprehensive marketing plan and "Marketing Toolkit" (templates, press releases, brand guidelines) to ensure long-term, professional communication and student/volunteer recruitment.
- **Community Partnership Infrastructure:** Establish and document formal partnerships with libraries, community centers, and businesses in Rensselaer County to secure sustainable physical locations for tutor matches and community meetings.
- **Resource Development & Sustainability:** Build organizational capacity by creating a literacy-specific Grant Calendar and drafting 2–3 foundational grant proposals; design a "Sponsorship Package" for local businesses to provide recurring support for annual literacy events and expansion costs.
- **System Management:** Identify opportunities to improve or adapt systems as needed for long-term sustainability.

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Professional Development

VISTAs will develop skills in public speaking, career management, and social justice. During your service term, you will have the opportunity to utilize and develop your skills of communication, critical thinking, leadership, organization, patience, team management, team building and time management. Your work with community partners will broaden your professional network. Resources from Siena and your service site will support you throughout your VISTA term.

VISTA members also take part in ACE's monthly Team Building Days, attend AmeriCorps workshops, and have access to Siena's faculty to learn more about their areas of interest. Over the course of their year of service, VISTAs develop skills in public speaking, career management, and social justice. We pride ourselves on being informed, caring, and intentional members of our communities and take the time to analyze our own roles in society.

Minimum Qualifications

Candidates must:

- have ability to provide own transportation (preferred)
- be 18 years of age or older
- have an Associates level education or higher
- have a growth mindset
- be a US citizen or have permanent resident status
- have the ability to pass any required volunteer or pre-employment background checks

Living Allowance:

VISTAs earn a living allowance for their service. The current annual living allowance in our county is \$24,962, which is \$957.46 on a bi-weekly basis.

Benefits:

- Supportive cohort of peers
- 10 free meals a week at Siena University's dining hall
- 10 paid personal and 10 paid sick days
- \$7,395 Segal AmeriCorps Education Award upon completion of full service term
- \$500 housing stipend available at the halfway point of the service year
- Loan deferment for qualified student loans
- Access to Siena's Gym, Library, and Career and Internship Center
- CDTA bus pass
- Monthly team building days
- Mentorship and professional development opportunities

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- Professional development stipend
- Non-competitive eligibility for federal employment

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

Join the ACE VISTA Network!

We are currently recruiting for 21 high-impact positions across the Capital Region.

How to Apply:

- **Direct Link: [Click Here to Apply](#) OR**
- **Visit the [My AmeriCorps Portal](#)**
 - Click “**Search Listings**”
 - Search for keyword “**ACE**”

Connect With Us:

- **Visit Our Website: [Siena University AmeriCorps VISTA](#)**
- **Follow Us on Instagram: [@sienavistas](#)**

Contact **Erin Spence** at espence@siena.edu with any questions.

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