

Project Assistant/Community Relations Organizer Love Your Block: The City of Albany

Love Your Block supports community driven neighborhood projects and provides City services and resources to underserved areas. The program fosters connections between local government and neighborhoods that strengthen social cohesion between various groups, remediates and repurposes previously unusable spaces, and empowers residents to take an active role in on the ground grass roots change.

We are seeking a dedicated and passionate individual to join our team. The ideal candidate should have a background in political science, ecological restoration, and a deep commitment to social justice. This role requires someone who is adaptable, open minded, and willing to work in varying weather conditions. General knowledge of volunteer coordination and experience with power tools is a plus. Your ability to understand and engage with people of diverse cultures will be key to building strong relationships and promoting positive change.

Goals and Duties of the Position

- **Volunteer Systems:** Develop strategies to recruit and build relationships with community members to ensure a reliable and committed volunteer base.
- **Project Infrastructure:** Create systems for project planning, including donation solicitation protocols, purchasing workflows, and research on municipal best practices.
- **Coordination Framework:** Design a process to review and coordinate service applications with internal departments to ensure timely and effective fulfillment.
- **Partnership Sustainability:** Cultivate and formalize new partnerships with diverse stakeholders, city agencies, and neighborhood associations to expand program outreach.
- **Resource Development:** Research and develop grant applications to ensure long-term program success and growth.
- **Communications Toolkit:** Design promotional materials, flyers, and articles to highlight program impact; develop protocols for regular website updates to keep the community engaged.

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:

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

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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](#)**
 - 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.

Bring Out The Best Of America