

Refugee and Immigrant Support Services of Emmaus, Inc (RISSE) The Resources and Development Coordinator VISTA

About RISSE

To support refugees and immigrants to build new lives and thrive in the Capital Region. We do this through language classes, employment assistance, and youth programming. Our clients represent 90+ countries and 42+ languages. We offer English classes, conversation clubs, and one-on-one tutoring through our ENL program. Our Employment program offers assistance for those 16 years or older with part-time and full-time employment opportunities. Family Services assists clients with immediate case-management needs and with navigating legal complexities. Our after-school program has over 50 students who attend and develop social and academic skills. We also have a Community Outreach program that educates the community about RISSE and our clients on the different services and opportunities available in the Capital Region.

We are seeking a candidate who thrives in a fast-paced environment. The ideal individual is proactive and eager to take initiative on a variety of projects. Strong interpersonal skills and the ability to engage with people from various backgrounds are essential.

Goals and Duties of The Position

- **Communications Infrastructure:** Design and implement a comprehensive communications strategy, including standardized workflows for social media, website management, and recurring newsletters.
- **Strategic Outreach:** Establish a formal outreach framework to identify and engage newcomer-owned businesses and immigrant-led organizations to expand the RISSE network.
- **Resource Development:** Build a sustainable funding pipeline by researching and identifying new grant opportunities; design templates to streamline the grant acquisition process.
- **Marketing Systems:** Develop high-visibility marketing tools and community engagement protocols to systematically increase organizational visibility.

- **Data Systems Optimization:** Create and document standardized data collection and analysis tools to inform program development and improve the accuracy of impact reporting.
- **Operational Sustainability:** Enhance RISSE's long-term effectiveness by codifying administrative procedures and outreach manuals for future staff and volunteers.

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 annual living allowance 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

Bring Out The Best Of America

- 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

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.

Bring Out The Best Of America