

## Community Coordinator Rotterdam Community Center

### Our Mission

The Rotterdam Community Center (RCC) is a nonprofit, 501c3 organization dedicated to nourishing our neighbors in mind, body, and soul. Serving as a trusted hub in the community, RCC offers a wide range of programs that promote wellness, literacy, social connection, and access to basic needs. We do this through focusing on three key program areas:

**1) Nutrition Security; 2) Arts, Culture, and Leisure; and 3) Serving as a Community Hub.** We are proud to say that since opening our doors in June 2022, we have welcomed over 553,005 neighbors and served over 193,598 meals worth of groceries, powered by over 20,151 hours of volunteer service! We welcome an average of over 400 guests through our doors every week for a myriad of recurring community programming, including two weekly food pantries-our Bread of Life Food Pantry and Produce Pantry, Community Crafters, Recovery and Support Groups, Living Resources Adult Day-hab programs, Yoga, Zumba, and much more! We also offer free monthly events such as our Community Movie Nights and Community History Nights.

### The Role & Your Impact

The VISTA, serving at RCC, will support the Community Center's leadership and staff in executing its mission to nourish our neighbors in mind, body, and soul, and to serve as a community hub where all people can connect to the resources they need. This is a multi-faceted, support-centered role at a rapidly growing organization. This role will be built around the strengths and skillsets of the VISTA; responsibilities will be rooted in facilitating and coordinating efforts to strengthen RCC's core programs and building capacity to develop new programs. The ideal candidate is a friendly and flexible utility-player with strong communication skills; they are data-driven, organized, tech-savvy, and thrive when given autonomy. This role is best suited for individuals who enjoy interacting with people from all walks of life and who are passionate about serving the community in a welcoming, safe, and supportive environment. The VISTA will report directly to the RCC's Deputy Executive Director.

### Key Responsibilities

- Supporting events held at RCC, including managing event marketing and publicity, which may occasionally involve working a few nights/weekends.
- Supporting RCC staff in the day-to-day operations of managing the facility.

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- Liaising with and supporting the RCC's Nutrition Security Programs which may include attending partner/stakeholder meetings as a proxy for the Interim Executive Director and Deputy Executive Director, coordinating volunteers, making weekly food pick-ups/drop-offs, loading & unloading food deliveries at RCC, and other responsibilities as needed.
- Coordinating a monthly mobile distribution site in collaboration with Mohonasen Central School District.
- Supporting partnership development with local organizations, individuals, and schools that align with the RCC's mission and core values.
- Conducting fundamental ground research, collaborating with various stakeholders, and attending community meetings as needed.
- Working with the RCC's Deputy Executive Director and Operations Manager to develop new programming guided by the community needs data.

### **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.

Through the Rotterdam Community Center, VISTA members will have unique opportunities for mentorship with the Community Center's Board and staff; unmatched relationship building opportunities with business, community, and elected leaders throughout the Capital Region & New York State; and the opportunity to participate in the fifth cohort of the RCC's Community Advocates program.

### **Minimum Qualifications**

Candidates must:

- Be 18 years of age or older
- Associates level education or higher

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- Growth mindset
- Academic and/or professional background that aligns with key responsibilities
- Be a US citizen or have permanent resident status
- Ability to pass any required volunteer or pre-employment background checks
- Occasional night & weekend availability

### **Ideal Qualifications**

- Valid Driver's License
- Your own vehicle
- Experience in as many of the following areas as possible: community organizing, data analysis & reporting, event planning, marketing & publicity, volunteer management, project management, website development & maintenance.

### **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
- Access to the Rotterdam Community Center's Weekly Produce Pantry held every Friday
- 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
- Non-competitive eligibility for federal employment

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

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### 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](mailto: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.*

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