

## Outreach and Engagement Coordinator Schenectady Community Ministries

### About Schenectady Community Ministries

[SiCM](#) is a partnership of over 50 faith groups with a shared vision: social service and social justice. With financial support and volunteers from its members and others, SiCM serves thousands of high-need people each year.

SiCM addresses public health needs such as food insecurity and nutrition education, racism and diversity concerns, and summer engagement with children and youth, through community collaborations and exceptional services and programs. SiCM's direct services include the largest food pantry in the Capital Region of NY, 2 acres of community-based urban farming, the summer meals program for Schenectady City and adjacent areas, and a community hub serving the greater Hamilton Hill community.

***We seek an enthusiastic person committed to encouraging a welcoming, generative, and safe space for the community to engage, learn, organize, and express solidarity.***

### Goals and Duties of The Position

The VISTA, serving as Outreach and Engagement Coordinator, will focus on coordinating communications and community engagement opportunities in all programs of SiCM. The VISTA will build our capacity by assisting with a year-long plan of communications materials and products, producing new civic engagement products for expansion of volunteer opportunities, and expanding our collaboration capacity in the areas of development communications for fundraising

The specific duties of the position include:

- Manages and monitors SiCM's social media accounts and posts content. Candidate will be responsible for making a professional facebook account in order to be an editor of SiCM facebook
- Participate in the brainstorming for communications campaigns
- Research market trends and study analytics for social media and other forms of engagement

- Develop infrastructures to collect the stories of SiCM guest, volunteers, and staff, and participate in the creation of content for engagement with our guests, volunteers, donors, and the community at-large.

### **Professional Development**

VISTAs will develop skills in community engagement and external relations management, social justice, community assessment research, 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.

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.

### **Minimum Qualifications:**

- Must have an Associates level education or higher, preferably in an area of communications, journalism and/or marketing
- Have a growth mindset
- US citizen or have permanent resident status

### **Living Stipend:**

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:**

- Supportive cohort of peers
- Ten free meals a week at Siena College
- Loan deferment for qualified student loans
- 10 paid personal and 10 paid sick days
- 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
- Biweekly set of groceries from our pantry

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

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Disco at, [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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