

## Program Impact Specialist Sycamore Collaborative

### About Sycamore Collaborative

Celebrating over 50 years, [Sycamore Collaborative](#) is a partnership of faith communities working for social justice and community resilience.

In collaboration with community-based organizations, government agencies, and volunteers from the community, we are committed to exceptional service and initiatives that address food insecurity and support the embracing of diversity and justice that encourages health and resilience. Direct services include the largest food pantry in the Capital Region of NY, two 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 ACE VISTA member will build the capacity of Sycamore Collaborative by laying the groundwork for a formal volunteer management system, strengthening data practices, and developing community outreach tools that improve access to nutritious food and related resources for neighbors experiencing poverty. The member's work will focus on assessment, system design, and piloting new tools and processes so that staff and volunteers are better equipped to serve the community over the full three-year partnership.

### Major responsibilities

The VISTA will build the capacity of Sycamore Collaborative through the following:

- **Volunteer Systems:** Assess current roles to design a comprehensive management system including onboarding, scheduling, and recognition.
- **Standardization:** Draft and implement standardized procedures, screening forms, orientation materials, and training content.

- **Data Infrastructure:** Map existing data sources (PantrySoft, meal counts) and organize information for consistent use in planning and reporting.
- **Tool Development:** Create templates and dashboards to track volunteer activity, program usage, and outcome indicators.
- **Impact Storytelling:** Collect qualitative feedback and stories to illustrate impact for reports and donor communications.
- **Outreach Materials:** Develop foundational bilingual and culturally responsive communication materials (flyers, social media).
- **Community Engagement:** Coordinate early-stage outreach and partner meetings to raise resource awareness and invite participation.
- **Sustainability:** Document all created systems and tools to ensure they are sustained and expanded in future years.

### **Skills and qualifications**

- Commitment to anti-poverty work, food access, and community-centered service.
- Strong written and verbal communication skills, including comfort speaking with community members, volunteers, and partners.
- Ability to take initiative, stay organized, and manage multiple tasks in a dynamic environment.
- Basic comfort with data (spreadsheets, simple tracking tools) and a willingness to learn new systems such as PantrySoft, Bloomerang or similar platforms.
- Cultural humility and the ability to build respectful relationships with people from diverse backgrounds; bilingual skills are a plus but not required.

### **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.

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**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 \$24,852, 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

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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