

VISTA Leader: Recruitment & Partnership Coordinator Siena University's Center for Academic Community Engagement (ACE)

The Center for Academic Community Engagement at Siena University (ACE) recruits candidates from around the United States to serve with community-based organizations that work to alleviate poverty in the Capital District.

Goals and Duties of The Position

The ACE VISTA Leader, serving as the Recruitment and Partnership Coordinator, will help to ensure that the Center for Academic Community Engagement's (ACE) VISTA Program provides all necessary guidance and assistance to members. In addition, the VISTA Leader will collaborate with the VISTA Director, ACE team and co-leader on content and delivery for member orientation and training related to community development.

The specific duties of the position include:

- **Training & Development:** Design and facilitate the three-day On-Site Orientation (OSOT) and monthly professional development sessions; conduct needs assessments to align training with member goals.
- **Member Support & Mentorship:** Establish a formal mentorship framework, including monthly individual check-ins and resource mapping to support member well-being and project success.
- **Systems Management:** Streamline data collection and reporting processes, including time-tracking oversight and performance measure monitoring to ensure grant compliance.
- **Recruitment & Alumni Relations:** Enhance outreach strategies and alumni engagement initiatives, including networking events and career development panels.
- **Sustainability & Transition:** Formalize knowledge transfer mechanisms and exit protocols to ensure program continuity and institutional memory for future cohorts.

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 will support you throughout your VISTA term.

Bring Out The Best Of America

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:

VISTA Leaders earn a living allowance for their service. The current annual living allowance in our county is \$27,289, which is \$1,049.58 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 successful 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 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

