

VISTA Leader: Recruitment & Engagement 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 Engagement Coordinator, will provide all necessary guidance and assistance to partner organizations and projects in order to promote a positive impact on community needs. The VISTA Leader will also mentor current VISTAs and recruit new VISTAs to ensure that all members have positive experiences and to further the sustainability, capacity, and impact of all ACE Programming.

The VISTA Leader will expand the capacity of the Siena University ACE VISTA program by optimizing recruitment systems and strengthening community partnerships. Key activities include:

- **Strategic Recruitment:** Design and execute a diverse recruitment strategy; research innovative sourcing methods, refine position descriptions (VADs), and streamline the onboarding and welcome process for new members.
- **Partnership Development:** Evaluate and enhance the partner onboarding process; create sustainability plans and establish regular engagement channels, such as supervisor roundtables and newsletters.
- **Member Mentorship:** Provide ongoing mentorship and professional development for the VISTA cohort; curate a framework for member involvement to foster community and belonging.
- **Systems Optimization:** Research and implement technology solutions to streamline data reporting, grant tracking, and resource sharing among staff and partners.
- **Performance Tracking:** Manage data collection for site performance measures and internal reporting; coordinate the transition of transferable resources to ensure long-term program continuity.

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,

Bring Out The Best Of America

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.

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

Bring Out The Best Of America

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](#)**
 - 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.