



Be an AmeriCorps Member with PowerCorpsPHL!

Applications accepted on a rolling basis through May 22nd.

Information and Application

PowerCorpsPHL is accepting applications from college students and recent graduates to serve as Summer AmeriCorps members with our administrative Staff. We are looking for a highly organized member who can help us coordinate the many logistics involved with making sure PowerCorps runs smoothly and efficiently. Alongside 1-2 days in the field each week, this role will support logistical work like member transportation systems, training day logistics coordination, social media, marketing support and recruitment efforts, among other duties.

About PowerCorpsPHL

Launched in September 2013, PowerCorpsPHL is a City of Philadelphia AmeriCorps initiative, administered in partnership with EducationWorks. It is designed to support Philadelphia's environmental stewardship, youth violence prevention and workforce development priorities.

PowerCorpsPHL engages disconnected young adults, ages 18 to 26, in transforming their lives through service. During their term of AmeriCorps service, corps members work with partner City departments to tackle pressing environmental challenges, including the need for improved stormwater management, increased tree coverage, and revitalized public land. Upon completion of their service, alumni receive intensive transition support designed to enhance their chances for success in career-track employment, post-secondary education, and/or additional national service.

Responsibilities

Our AmeriCorps Administrative Coordinator role will provide critical support to the PowerCorpsPHL leadership team and will be expected to:

- Manage transpass systems for members
- Support with training day logistics including, agenda creation, panel coordination/facilitation, space reservations, meal management, workshop supply coordination and distribution
- Assist the Assistant Director of Data and Compliance with management of social media, marketing/communications & recruitment processes
- Act as the liason between Admin systems at EducationWorks and PowerCorpsPHL staff.

Schedule

An Administrative AmeriCorps member will serve Monday to Friday for a minimum of 450 hours over the 12-week term (approximately 40 hours per week). AmeriCorps members are expected to be available **starting Tuesday, May 30th through Friday, August 18th ~Monday through Friday, 8am-4:30 and an occasional Saturday half day.**

NOTE: we are open to having this role filled before May 30th.

Benefits

AmeriCorps members will receive a living allowance of \$484 every two weeks, before taxes. In addition, members who complete their service term will receive an education award of \$1,527.45. This award, which is subject to taxation, can be applied to any federally backed loan or used to pay tuition in the future. Finally, this member will also receive a weekly SEPTA transpass.

Application Process

Please submit a cover letter and resume via email to Lisa Marie Middendorf, PowerCorpsPHL Assistant Director of Data and Compliance, no later than Monday, May 22st at lmiddendorf@educationworks.org.

Applications will be reviewed on a rolling basis.

Applicant Requirements

Applicants must be between the ages of 18 and 26 years old, be currently enrolled or recently graduated from college, and have strong written communication skills. Applicants with mentoring, tutoring, or counseling experience, especially with diverse groups, are strongly preferred.