



ReEstablish Richmond:
Capacity Building AmeriCorps Member



“Connecting refugees and new immigrants to the resources they need to establish roots, build community, and become self-sufficient.”

POSITION TITLE: Capacity Building AmeriCorps Member	
Type of Service: Direct and Indirect	Program: Outreach – Volunteer Engagement and Communications/Social Media
<p>Connection to Mission: ReEstablish Richmond believes that the journey of resettlement begins when newcomers arrive and continues until they are fully integrated in the community. Doing it alone is possible but having companions along the way increases the chances of success and allows room for everyone to consider and celebrate what it means to be seen, to be valued, to contribute, and to belong. As an AmeriCorps Member helping us build our community and volunteer engagement, you will help bring this vision to life.</p>	
<p>Location of Job: You will have access to our office at 2705 Park Ave, Richmond, VA, 23230. You will also be expected to work out in the community with our community partners and in client homes as needed. AmeriCorps members are expected to be working onsite or supervised during their year of service.</p>	<p>Start Date: September 2024 Time Commitment: 40 hours a week. Must be available for events on nights/weekends. Must complete 1700 hours in your year of service to qualify for educational stipends. Duration: 1 year Stipend: \$28,800.00, paid bi-weekly + Benefits + Education Credit</p>
<p>Scope of Service: The Capacity Building AmeriCorps Member is a one-year position responsible for building the capacity of community and volunteer engagement programming and supporting the agency’s communication and social media. Working through a values-based lens, you will be responsible for helping to build connections between new immigrants and refugees and the resources available through our programming as well as community partners. This position reports directly to the Director of Volunteer Engagement. In addition, this member will be the main point of contact for donation drives that could benefit our clients. (For example: book drives for students in the tutoring program, holiday gift exchanges, etc.) Finally, this role will support external communications and social media.</p> <p><i>Proposed activities will be supported, in part, with federal funds from the AmeriCorps State program sub-granted through the Commonwealth of Virginia, Virginia Department of Social Services. Activities are contingent upon funding availability and award from AmeriCorps.</i></p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Conduct outreach to recruit potential volunteers • Provide support, resources, and check-ins with volunteers • Conduct surveys and progress check-ins with both volunteers and clients who have been matched • Maintain volunteer database to keep an accurate count of active volunteers 	



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- Write and share program updates and success stories
- Facilitate educational presentations about the refugee landscape in Richmond
- Help plan large events such as an annual community-wide volunteer summit and Multicultural celebration
- Track key indicators and report outcomes of programs
- Coordinate with community members, groups, and local businesses interested in making in-kind donations to support refugee families
- Represent ReEstablish Richmond at various networking groups
- Participate in weekly check-ins with Director of Volunteer Engagement for support and feedback
- Participate on the agency’s social media team and serve as the main content creator.

AmeriCorps Requirements:

- Must be a U.S. Citizen or Lawful Permanent Resident (LPR) authorized to work in the U.S.
- Must be at least 18 years old
- Must commit to one full term of service
- Must be high school graduate, GED recipient, or working toward attaining a high school diploma / GED during their term of service
- Must complete a National Service Criminal History check

ReEstablish Richmond Expectations:

- Driver’s license and a reliable vehicle
- Excellent written and verbal communication
- Confident when presenting in front of individuals and large groups
- Proficiency working across different systems such as G-Suite, Office 365, Squarespace, volunteer database
- Strong project management and event planning skills
- Flexible and willing to learn new things
- Ability to connect with others and forge strong relationships
- Ability to work independently as well as on a team



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- Share our commitment to our mission and to our values of welcome, equity + justice, empowerment + self-determination, community, respect for human dignity + worth, authenticity, collaboration, integrity, and flexibility (<https://www.reestablishrichmond.org/our-values>)
- Comfort working with clients from diverse cultures

How to Apply:

1. Complete the interest form located at:
2. Upload a copy of your resume and a cover letter to the folder linked to the interest form.
3. Qualified candidates will be notified for a phone call or interview.