

# We are hiring: STEM Enrichment AmeriCorps Member

## **Making Connections AmeriCorps Member Description**

**TITLE:** Making Connections STEM Enrichment AmeriCorps Member

**TERM OF SERVICE:** September 16, 2019 – July 31, 2020

### **ABOUT THE UNIVERSITY OF WASHINGTON WOMEN'S CENTER MAKING CONNECTIONS PROGRAM:**

The UW Women's Center is a catalyst for change. We disrupt cycles of oppression and break down gender-based barriers through transformational education programs, leadership development, and advocacy for girls and womxn. We believe womxn's rights are human rights.

Making Connections is a proven college-readiness program that provides four years of life-changing wrap-around support and enrichment services to 105 underserved students and their families in the greater Seattle area. Our mission is to help low-income and first-generation high school students, especially girls, graduate on time, attend post-secondary education, and pursue a career in Science, Technology, Engineering, and Math (STEM).

### **JOB DESCRIPTION:**

Making Connections STEM Enrichment Americorps Member will serve at the University of Washington Women's Center. The Americorps Member will assist in the implementation of the Making Connections STEM Enrichment programming to increase student and knowledge of STEM fields and careers.

By organizing workshops and site visits that expose students to STEM fields and career types, Making Connections gives participants the chance to see themselves as potential researchers, doctors, or engineers.

The goal of the Making Connections program is to assist 105 underrepresented students in the greater Seattle area in improving academically and preparing for college. Our program holds at least twelve educational events every program year, including site visits to local STEM companies, financial aid and college application workshops, and STEM-focused movie nights and panel discussions intended to help students feel excited about science, technology, and math. These events combine with regular after-school tutoring and mentoring to provide academic and social support to underserved students and help them realize their educational and career goals.

Making Connections is dedicated to seeing our students

The Making Connection STEM Enrichment Americorps member will receive on-site training and participate in Washington Service Corps trainings.

40 hours per week. General schedule will be, Monday to Friday, 9:00 to 5:30pm; Service on approximately 10 Saturdays will be required.

## **MAJOR RESPONSIBILITIES AND RELATED TASKS:**

### **Specific duties include (under the supervision of program manager):**

- Oversee mentor/mentee programming: conduct outreach/mentor recruitment; match mentor and mentee; train mentors; coordinate regular mentor/mentee events
- Conduct one-on-one meetings with current or interested MC students.
- Engage with students to assess needs, progress, satisfaction with the program, areas for growth, college/career readiness topics, etc.
- Plan, coordinate, and implement career exploration events including but not limited to: quarterly career exploration workshops, MLK Day of Service, annual summer bridge program for rising 9<sup>th</sup> graders, annual MC graduation, STEM company site visits, and all Girls Who Code events.
- Collect, track, and report program evaluations, progress towards performance goals and other information.
- Engage with MC Alumnae: track academic and career progress, recruit for mentorship engagement, and similar activities
- Assist with tutoring recruitment and management as needed.
- Participate in the recruitment and support of volunteers who will further the goals of the AmeriCorps project

## **QUALIFICATIONS:**

- College degree, preferred
- Interest and ability to collaborate with K-12 students, college students and professionals with diverse backgrounds.
- Strong organization, problem-solving and written and oral communication skills
- Program management (marketing, event planning, volunteer management) experience.
- Basic office computer skills, including word processing and excel.
- Strong attention to detail and self-starter
- Ability to creatively problem solve. Self-direction and team-oriented.
- Ability to keep student information strictly confidential
- Experience providing direct services to K-12 students

- Experience working with k-12 students from traditionally underserved backgrounds.

#### **BENEFITS:**

- Living stipend of \$1,945.24 per month (before taxes) provided by Washington Service Corps
- \$6,095 Education Award provided by the National Service Trust upon successful completion of the 10.5 month term of service and 1,700 hours.
- Health insurance (member only and only if no other health insurance coverage)
- Subsidized childcare provided by GAP Solutions Inc. (if qualified and all parties complete required documents).
- Eligibility for student loan forbearance and potential interest accrual payment on qualifying loans
- Potential for subsidized Orca pass for rides on buses, commuter train service, and light rail.
- Potential eligibility to use EBT food stamps to supplement food expenses.

#### **TO APPLY:**

Interested parties should:

- Submit [application](#) by 11:59PM (Pacific) on **June 23, 2019**
- Create WSC profile and submit interest in our STEM Enrichment Coordinator position [here](#).

**We welcome your questions about this position:** Email Senait at [senait@uw.edu](mailto:senait@uw.edu)

**For more information about the Women's Center and Washington Service Corps, visit:**

<http://depts.washington.edu/womenctr/about-us/>

<https://washingtonservicecorps.org/>

*To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450/206.543.6452.*

The University of Washington is an equal opportunity/affirmative action employer committed to building a culturally diverse, broadly trained faculty and staff. Women, minorities, persons with disabilities, and veterans are encouraged to apply. All new employees must show employment eligibility verification as required by the US Immigration and Naturalization Service.

Position is contingent on funding.