

## AmeriCorps Member - Job Description

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Latinos Progresando convenes the Marshall Square Resource Network, a neighborhood coalition of over thirty partner organizations who are committed to supporting the health and well-being of residents in Marshall Square, with an emphasis on developing community resiliency. Community resilience is a measure of the sustained ability of a community to utilize available resources to prevent and respond to, withstand, and recover from adverse situations. The network works together to share information and resources, create integrated solutions and organize for community change. The network focuses on four key areas: Education, Health, Peace and Building Capacity.

The AmeriCorps Member will support the work of the Marshall Square Resource Network in attaining the coalition's mission. Specifically, the Member will help coordinate communication efforts and create and maintain a platform where Marshall Square community members can learn about community events, services, and programs. Additionally, the Member will help with community engagement (meetings with community members, conducting needs surveys, helping to organize community events.)

### Responsibilities

1. Promote community events and communicate goals and successes of the MSRN
2. Participate in and provide support for coalition and committee meetings; this may include coordinating logistics of meetings, taking notes, and conducting research between meetings.
3. Coordinate meaningful volunteer opportunities (for corporate partners) in the neighborhood.
4. Coordinate and organize public events that unite the community.
5. Participate in regular staff meetings, staff trainings, supervisory sessions and other duties as assigned by supervisor.

### Required Qualifications:

- Bilingual Spanish/English
- Strong interest in and commitment to community organizing and social, economic and racial justice.
- Strong interpersonal and facilitation skills, with ability to motivate others.
- Ability to work in a variety of settings with culturally diverse families and communities and ability to be culturally sensitive and appropriate.
- Strong organizational skills, including the ability to work independently and manage own projects.
- Basic computer competency for word processing and data management.
- Ability to pass routine federal background check prior to starting the position.