



AmeriCorps Talent Development Leader FT

Mission:Ignite

Buffalo, NY 14210

Temporarily remote

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Job details

Job Type

Contract

Number of hires for this role

1

Qualifications

License:

- Driver's License (Required)

Full Job Description

Talent Development Leader

Title: Talent Development Leader, Ignite Your Life AmeriCorps Member

Location: Mission: Ignite Powered by Computers for Children, Inc.

Reports To: Operations Manager

Mission: To enhance educational opportunities and enrich lives through technology

Vision: To be the community's leading technology resource for high-need populations and those that serve them

Summary: The Talent Development Leader oversees the training of fellow AmeriCorps members to deliver services to the community and the training of partner agency staff to provide improved services to their clientele.

Programs:

Tech for All provides comprehensive support in technology, including access to the hardware, software, internet, and training to nonprofits and their clients.

Workforce Development increases the number and quality of underrepresented community members who obtain technology industry jobs.

Science, Technology, Engineering, and Mathematics (STEM) Out-of-School Programming seeks to increase the number of underrepresented community members who choose STEM careers, close the digital divide, and educate in the benefits of technology proficiency beyond social engagement.

AmeriCorps Program Description:

Ignite Your Life (IYL) enlists AmeriCorps members as key personnel to fulfil the goals of Mission: Ignite's programs, blending volunteer efforts with identified staff goals to serve as part of the Mission: Ignite team. IYL will recruit AmeriCorps members to serve between November 1, 2020 and January 31, 2022 remotely, at Mission: Ignite's headquarters at 701 Seneca Street, Suite 601, Buffalo, NY 14210-1359, and in other locations throughout Western New York.

AmeriCorps gives US citizens and national or lawful permanent resident aliens the opportunity to engage in full- or part-time service to their community. Working through a grassroots network of more than 1,000 national and local nonprofit and faith-based organizations, AmeriCorps members solve problems and address local environmental, educational, economical public safety, or other human needs to make communities stronger.

Working with national, state, and local nonprofit organizations, AmeriCorps members recruit and train volunteers, tutor and mentor at-risk youth, make schools and neighborhoods safer, build and rehabilitate homes, clean rivers and restore parks, help seniors live independently, provide health care in underserved rural and Native American communities, and provide emergency and long-term assistance to victims of natural disasters, among other things. AmeriCorps members serve in communities across America, in both urban and rural areas.

As ambassadors for the mission and as part of the Mission: Ignite team, IYL AmeriCorps members will participate in professional development and training opportunities, learning a variety of applicable skillsets that may be useful in future careers. The members will also participate in volunteer opportunities as part of AmeriCorps cohorts and develop a network of mission-minded people in the local region.

Duties and Responsibilities (include but are not limited to):

- Analyse training needs to develop new training programs or modify and improve existing programs.
- Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- Plan, develop, and provide training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.
- Prepare training schedule and budget for AmeriCorps service departments.
- Confer with management and conduct surveys to identify training needs based on projected needs, changes, and other factors.
- Develop and organize training manuals, multimedia visual aids, and other educational materials.
- Develop testing and evaluation procedures.
- Train instructors and supervisors in techniques and skills for training and dealing with staff.
- Conduct orientation sessions and arrange on-the-job training for new hires.
- Conduct or arrange for ongoing technical training and personal development classes for staff and partner staff.
- Review and evaluate training and apprenticeship programs for compliance with appropriate standards.
- Coordinate established courses with technical and professional courses provided by community schools and designate training procedures.

Desired Traits:

- Bachelor's degree or work-related experience in Education and/or Business with emphasis on STEM
- Preferred experience in classroom instruction, afterschool learning environments, and/or workforce development for youth in grades 5-12 and adults
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Strong background in leadership
- Very organized
- Excellent proficiency in computer skills, Microsoft Office, and video conferencing.
- Excellent verbal and written communication skills
- Strong project management skills, including timely and accurate completion
- An active listener and learner, synthesizing input from others to improve learning solutions.
- Excels at operating in a fast-paced, community-oriented environment
- A team player and builder
- Must have reliable transportation

Position Hours:

- 1,700 hours full-time (FT) AmeriCorps member
- ~40 hours per week

Program benefits:

- Living stipends starting at \$14,279. Additional stipend based on experience.
- An Education Award of \$6,345 at completion of service
- Student loan forbearance and interest repayments for federal student loan through AmeriCorps
- Healthcare options
- Childcare, if qualified
- Mileage reimbursements for qualifying travel
- A desktop computer to keep after the service experience
- Training on topics, including computers, technology, Microsoft products, and other STEM concepts

I have read the above AmeriCorps position description and understand my responsibilities.

Signature: _____ Date: _____

Print name: _____

Job Type: Contract

Pay: From \$14,279.00 per year

Benefits:

- Employee discount
- Professional development assistance

Schedule:

- Monday to Friday

COVID-19 considerations:

We have a COVID response plan in place that will be reviewed before entry to facility.

License:

- Driver's License (Required)

Contract Renewal:

- Possible

Full Time Opportunity:

- Yes

Company's website:

- <http://join.missionignite.org/>

Company's Facebook page:

- <http://facebook.com/missionignitecfc/>

Benefit Conditions:

- Only full-time employees eligible

Work Remotely:

- Temporarily due to COVID-19

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