



## AmeriCorps Campus Ambassador

### Organization

#### ORGANIZATION SUMMARY:

Founded in 1994, ServeMinnesota began as the Minnesota Commission on National and Community Service. It was housed within the Department of Family and Children's Services and was the designated recipient and administrator of funding for Minnesota's AmeriCorps program. In 2002, the Minnesota Legislature approved the organization becoming a 501(c)(3) non-profit organization with the broader mission of advancing national service and volunteerism across the state.

#### MISSION:

ServeMinnesota is a catalyst to address critical needs in Minnesota by working with AmeriCorps and community partners. We share our proven practices nationally.

We get measurable results through:

- Innovation: researching and applying the best methods to create powerful local solutions
- Investment: raising and allocating funds for AmeriCorps program development, and people serving in those programs, to maximize return
- Alignment: aligning with local community and government priorities and setting consistent program standards to ensure measurable results

### Position Description

**Job Title:** Part-Time AmeriCorps Campus Ambassador

**Reports to:** Development Writer

**Exempt Status:** Part-Time, Temporary, Non-exempt

**Hourly Rate:** \$11.00/hour

Campus ambassadors are university students who work closely with ServeMinnesota to raise the AmeriCorps' profile on campus and introduce AmeriCorps to new and diverse student groups. The campus ambassador experience will build your communication and presentation skills and encourage innovation in creating programs that engage others and advocate for national service opportunities.

As a campus ambassador you will be considered a local expert. After all, you know your campus better than anyone, and you can connect with groups of students who may not yet know the benefits of national service. You will engage students on your campus including developing relationships with professors and student club presidents, sharing AmeriCorps with your peers through presentations, tabling, social media, and coordinating events.

All campus ambassadors will work with both ServeMinnesota staff and the CLAgency team (a student-led marketing agency on campus). Your ServeMinnesota staff person will provide training, work direction with specific goals and other support throughout the semester.

Campus ambassadors will work 5-10 hours per week, and commit at least the fall semester, with the option of the full academic year.

### Essential Job Functions

- Successfully participate in orientation to ensure consistent messaging and understanding of AmeriCorps
- Build and maintain collaborative working relationships with assigned contacts in order to build diverse pipelines of potential applicants. Activities will include conversations/information sessions with student groups, interested students, career services, academic advisors, and other campus groups.

- Seek out and build partnerships under direction of Supervisor with community organizations adjacent to campus such as workforce centers, employment assistance organizations, and community-based agencies serving diverse populations to promote service opportunities.
- Successfully present service opportunities and be a first point of contact for prospective candidates on campus. Work with Supervisor as needed to address candidate questions and concerns.
- Attend and professionally represent AmeriCorps at events (including get-to-know us sessions, career fairs, collaborations with Center for Community Engaged Learning, etc.) and tabling on campus
- Connect with professors to secure speaking engagements; arrange for a current AmeriCorps member, alum or staff to accompany when appropriate.
- Interview current AmeriCorps members, AmeriCorps alums, faculty and/or staff to gather stories to share with campus and wider audience. A list of questions will be provided to each Ambassador.
- Track interactions with prospective candidates and document all progress towards weekly individual goals. Write weekly reflections to evaluate effectiveness of marketing techniques.
- Attend weekly meetings with Campus Ambassador team to include potential story identification, training and problem solving.

### Qualifications:

#### Minimum:

- High School Diploma or equivalency required; some college preferable. The opportunity is open to currently enrolled undergraduate and graduate students at the University of Minnesota – Twin Cities campus.
- Previous experience as a volunteer
- Interest in marketing
- Strong interpersonal and communication skills
- Strong belief in community service as a strategy to solve our nation’s most pressing issues and interest in social justice
- Demonstrated ability to work independently
- Ability to work a flexible schedule that varies by week and includes evening and weekend activities
- Knowledge and experience working with individuals, both students and educators, with different backgrounds, resulting in professional behaviors that respect different experiences, cultures, norms, languages, and socio-economic background.

### Physical Requirements

ServeMinnesota is committed to compliance with the Minnesota Human Rights Act and the Americans with Disabilities Act and will make reasonable accommodations as possible to enable employees to perform the essential function of their positions. This position requires the ability to:

- Communicate effectively with people and groups in multiple settings within and outside of ServeMinnesota and the University of Minnesota.
- Effectively utilize existing and emerging technology to achieve required results.
- Traverse the campus and travel locally as needed.

Interested applicants are encouraged to submit a cover letter and resume to [lisacarlson@serveminnesota.org](mailto:lisacarlson@serveminnesota.org).

This position is available to all, without regard to Race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age. It is also unlawful to retaliate against any person who files a complaint about discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service.