Foundation for California Community Colleges

Substance Misuse Prevention AmeriCorps VISTA – California AfterSchool Network

JOB DESCRIPTION

Category: Full Time
Supervisor: CAN Program Director, Policy & Outreach
Date Created: 1/3/20
Location: Sacramento, CA

About the Organization
The California AfterSchool Network’s (CAN) purpose is to increase access to high-quality out-of-school time programs that support success for all children and youth. CAN is of the field and for the field, serving as a collaborative nexus for diverse out-of-school time stakeholders to collectively address significant field needs and advance innovation. CAN is a catalyst for quality, building capacity by promoting a shared vision of program quality and advancing a culture of continuous improvement. CAN is a one-stop communication hub, providing information on tools, data, resources, policies, and practices for all out-of-school time stakeholders.

The California AfterSchool Network (CAN) is a fiscally sponsored project of the Foundation for California Community Colleges (the Foundation) as of Spring, 2015. The Foundation, located in Sacramento, has served as fiscal sponsor to a number of educational, government and non-profit organizations. Incorporated in 1998, the Foundation serves as the official auxiliary to the California Community Colleges’ Board of Governors and the system-wide Chancellor’s Office. With a full-time staff of approximately 130, the Foundation is a fully professionalized organization with expertise to provide efficient back office support to manage grants, contributions, and earned income.

In partnership with the Foundation, CAN is well-positioned to ensure children and youth benefit from high-quality out-of-school time learning and enrichment opportunities, resulting in positive developmental, academic, and wellness outcomes and increased readiness for college, career, and civic life.

For more information, please visit our website: www.afterschoolnetwork.org.

The Opportunity
Be a part of the solution in preventing substance misuse - join the Afterschool Alliance and the California AfterSchool Network as a Substance Misuse Prevention VISTA. This position is based in Sacramento, CA and will support the California AfterSchool Network in elevating the benefits of afterschool programs as part of the solution to the substance misuse crisis. Afterschool programs provide protective factors such as mentorship, caring adults, and the opportunity for children to develop a sense of agency that can prevent them from engaging in risky behaviors, including substance misuse. This VISTA will also support the creation of a plan to partner with public housing agencies to recruit public housing residents to operate out-of-school time programs and connect families to services available in the community.
Essential Job Duties/Responsibilities

Whole Child Health
A majority of the VISTA’s time (70%) will be spent supporting the coordination of a multi-sector and multilevel collaborative effort that will result in the development of statewide strategic plan (to be implemented locally) elevating Expanded Learning programs as the vehicle to promote Expanded Learning programs as centers of whole child health, recognizing that “Investments in programs that promote positive youth development address risk factors for adolescent and young adult substance abuse and support the development of protective factors for adolescent and young adult substance use.” (Facing Addiction in America: The Surgeon General’s Report on Alcohol, Drugs, and Health). These programs serve some of the highest need youth and their communities across the state, providing connection to crucial services that they may not otherwise have access to. The

- Support the strategic planning team in-person convenings.
  - Help coordinate planning for in-person convenings, including participating on planning calls with the leadership team and supporting agenda development.
  - Serve as the main point person for coordinating with strategic planning team members, ensuring members have the support they needed to attend in-person meetings.
  - Support CAN staff team and contracted facilitators during the meeting by engaging with planning team members and helping with meeting facilitation.

- Support the strategic planning team sub-committees.
  - Serve as the main point person for all sub-committees, ensuring that sub-committees are meeting regularly and making progress on their tasks.
  - Help support sub-committees with any research or other needs to advance the sub-committee work.
  - Ensure coherence between the work of the various sub-committees and help make connection points where needed.
  - Participate on and support the work of the Whole Child Health Leadership Team and provide general support as needed on the implementation of all planning grant activities.

- Support the development of the strategic plan and statewide communication and outreach
  - Conduct research as needed to support the advancement of the strategic plan. Help draft and edit documents as needed.
  - Help with the development and writing of related briefs (i.e. health and wellness in afterschool, protective factors and substance use, SEL). Will also provide support with the various CAN newsletters and development of content for website and social media.
  - Help identify and disseminate related resources, articles, best practices, webinars, trainings, etc.

Public Housing/HouseED
The remainder of the VISTA’s time (30%) will be spent supporting the implementation of an AmeriCorps planning grant from California Volunteers. The grant will create a plan to partner with public housing agencies to recruit public housing residents to operate out-of-school time programs and connect families to services available in the community.

- Work with the CAN Program Director of Quality to plan in-person convenings.
- Serve as the main point person for coordinating with strategic planning team members.
- Support CAN staff team and contracted facilitators with running/facilitating meetings.
- Provide general support to the planning collaborative (CAN, the Partnership for Children and Youth, and JVH Empower) as they achieve and track the deliverables of the planning grant.

Other duties as needed and assigned.
Education, Skills, and Experience

- Strong written and verbal communication skills
- Ability to read, analyze, and interpret policy and academic research documents
- Ability to effectively present information
- Ability to plan, coordinate, and prioritize projects while keeping appropriate personnel apprised of status on a regular basis
- Excellent organizational and problem-solving skills including planning, delegating, program development, and task facilitation
- Ability to demonstrate initiative and accountability
- Strong initiative and follow-through skills
- Ability to collaborate with staff, stakeholders, and other volunteers
- Strong public speaking ability
- Learns quickly and willing to ask for help

Supervisory Responsibilities
None

Level of Supervision
Subject only to very broad communications from a supervisor; always exercise independent discretion and judgment in significant matters.

Physical Requirements

- Ability to work at a computer workstation for periods up to 4 hours at a time.
- Ability to speak on the telephone for a total of up to 6 hours per day.
- Ability to sit for up to 8 hours at meetings.
- Ability to walk and stand for up to 4 hours without breaks for presentations, meetings, conferences, site visits, etc.
- Possess a valid California driver’s license, ability to operate personal vehicle for business and willingness to drive to meetings.

Working Conditions and Travel
Well-lit, heated and air-conditioned indoor office setting with adequate ventilation. Moderate-to-high level of travel (approximately 20%) by land and air. Requires working occasional weekends and weeknights.

VISTA Program Benefits

- Choice of Education Award or End of Service Stipend
- Training
- Childcare Assistance, if eligible
- Health Coverage*
- Relocation Allowance
- Living Allowance

*For details about AmeriCorps VISTA healthcare benefits, please visit http://www.vistacampus.gov/healthcare

To Apply:
For immediate confidential consideration, please submit an application through the AmeriCorps VISTA website. The application process will be open until the position is filled. For any questions about this position please contact Marisa Paipongna with the Afterschool Alliance at mpaipongna@afterschoolalliance.org or 202-347-2030.