2023-2024 AmeriCorps Member Position Description

Partner Organization Name:  E Pluribus Unum

Corps Member Position Title:  Program and Outreach Coordinator

Supervisor:  Shauna Lewis

Days/Hours of Service:  Monday-Friday: 9-5

Physical Location:  1055 St. Charles Avenue, Suite 300, New Orleans, LA 70130

Organization Mission and/or Goals:

*Mission:* To build a more equitable and inclusive South, uprooting the barriers that have long divided the region by race and class. *Goals:* Cultivating and empowering courageous leaders who are focused on racial equity; Changing the divisive narratives that perpetuate systemic and interpersonal racism; and Championing transformative policy change.

Program Mission and/or Goals:

Unum Academy aims to provide college students in the early stages of their equity journeys with foundational knowledge around equity and racism, basic skills for engaging in antiracism work, and entry-level professional experience at an equity-focused organization. Our outreach work aims to build a network of organizations and institutions engaged in racial equity work across the south in order to benefit from shared knowledge and research as well as to strengthen the broader equity movement.

Member Position Summary:

The member position will be a combination of two positions: Outreach Coordinator and Program Development Coordinator.

Fifty percent of the member’s time would be dedicated to program development with a focus on our Unum Academy. In 2022, EPU launched the pilot of the Unum Academy, a program for college students with an interest in improving their skills and knowledge around equity work. The AmeriCorps member would play a major role with the second Academy cohort. The member would work with the Engagement team to develop and facilitate workshops, provide one-on-one support and guidance, research resources and develop learning materials, and gain feedback and insight from the Academy members to ensure their perspective and experience informs the evolution of the program. Additionally, the Program and Outreach Coordinator would support further evaluation and
development of summer experiences and projects for the EC interns. The remaining fifty percent of
the member’s time would be dedicated to outreach. The member would support the Engagement
team with community outreach, network building, and relationship management. The member
would research communities to identify potential outreach targets, cultivate new relationships and
help maintain existing ones, support the development of policies and system improvement for
relationship management, and conduct assess mapping and landscape analysis to assess outreach
opportunities in new communities. The member will also support development and management of
new process to effectively manage community relationships.

Essential Functions of Position

Conduct research to support the development of learning sessions and learning tools.
Provide one-on-one support to Unum Academy Members.
Facilitate some discussions and activities during Academy sessions.
Use internets search engines and social media to identify and reach out to organizations and
individuals in key cities that engage in work related to race and equity.
Meet with target organizations to learn about their work, introduce the work of EPU, and explore
potential opportunities for partnership.
Support efforts to develop a system and policies for improved recordkeeping and tracking of
partners and stakeholders to establish and maintain stronger relationships.

Member Impact

EPU impacts community needs through supporting organizations and leaders on the ground that
provide direct action and services around a wide variety of equity issues. Our support takes the form
of convening, facilitating connections, and serving as a resource for tools and research around race
and equity work. The member’s work with the Unum Academy will directly lead to college students
receiving personal and professional training that prepares them for entry-level work in the social
justice field. The Unum Academy targets students that are unlikely to qualify for other fellowships
and internships due to lack of access to volunteer and/or work experiences that would make them
competitive candidates, or time and financial barriers that make volunteering and other unpaid work
unfeasible. Therefore, providing this training and professional experience addresses inequity for both
the Academy participants as well as through the work the participants will do during their internship
placements after they have completed their learning phase. Additionally, the member’s outreach
work would directly contributes to two key organizational objectives: 1) To increase the number of
communities EPU actively engages in conversations or work on Truth and Healing by 50%. 2) To
increase Unum Alliance membership by 30%

Skills, knowledge and trainings the corps members should expect to gain from this position

Members can expect to have access to networking opportunities with EPU partners, Fellows, and
program alums throughout the course of their service. There will be a convening of truth and healing
organizations in November of 2023, as well as an annual Fellows Conference in June of 2024. Each of
these events will bring our network together in-person. Additionally, there will be several
opportunities to engage in travel to key southern states in order to execute workshops and
community meetings as a part of engagement programming. Finally, there will be opportunities to
engage and network through virtual programming. Members can expect to participate in knowledge
and skill-building trainings around the following topics over the course of their service: Engaging in
productive conversations about race in intra-racial and inter-racial spaces. Structural Inequity Problem Analysis Stakeholder Engagement Landscape and Ecosystem Analysis Measuring Success Framing and Messaging Using Data Advocacy Communications approaches Climate justice Members can expect to develop skills in community assessment, outreach, curriculum development, facilitation, and content development

Ideal Candidate Qualifications

- Ability to use internet search engines to conduct research
- Ability to read and write English at a professional level
- Ability to use Microsoft Office and Google tools for documents, spreadsheets, slide presentations, and email
- Strong written and verbal communication skills
- Ability to use video conferencing
- Strong organization, planning, and documentation skills
- Strong analytical skills
- Bachelor’s degree and at least one year of full-time work experience in any field or High School/GED and at least 3 years of full-time work experience in any field.
- Experience with client-facing work
- Experience living, working, or attending school in a southern state
- Experience or strong interest in working with youth and young adults ages 18-25
- Experience with facilitation/presentations or willingness to learn
- Experience conducting basic internet research

*It is recommended that the member have their own vehicle. While it is possible to navigate the city without personal transportation, this can be difficult and inconvenient. The office is on the streetcar line. New Orleans has also increased the number of bike lanes in recent years however bike travel can still be challenging in the city. Rideshare and taxi options are also available however this would not be cost-effective as a primary mode of transportation.*