2023-2024 AmeriCorps Member Position Description

Partner Organization Name: First Grace Community Alliance

Corps Member Position Title: Volunteer and Partner Coordinator

Supervisor: Angela Davis and Madeleine Replogle

Days/Hours of Service: 7am-3pm, Fri-Tue (off Wed & Thur) **Talk to us**

Physical Location: 3401 Canal Street, New Orleans, LA 70119

Organization Mission and/or Goals:

The mission of First Grace Community Alliance (FGCA) is to work with and for people in need, especially women and their children, by meeting food, housing, and other emergency needs, while simultaneously challenging systemic poverty in the greater New Orleans area.

Program Mission and/or Goals:

FGCA does this through two programs: 1) Hagar's House, a sanctuary for women, children, and gender-nonconforming folks, and 2) Project Ishmael, a small immigration legal program for children. An AmeriCorps member will be working with both small programs.

Member Position Summary:

FGCA is not a huge organization. Therefore, the member will get a chance to work in a combination of volunteer coordination (35%), social media and technology (5%), Outreach (25%), and program design and support (35%). The member will use outreach, social media, and volunteer/supporter coordination to support program implementation. The member will help implement volunteer garden days with around 2 of their days/month, coordinate monthly (ish) events with our children's immigration legal clinic, spend the allowed amount of time on direct service in both Hagar's House and Project Ishmael so that they get to know the work and the people in both programs. The member will daily/weekly support and coordinate language access via volunteer interpreters and translators. At the end of the year, the member will have grown relationships with and for FGCA, and solidified our volunteer, supporter, and office manuals/database/processes in a way that can be handed
off to others. If there is something else that falls within our work about which you are passionate, talk to us about being involved in it.

**Member Impact**
When an AmeriCorps member helps make volunteer and supporter involvement smooth and efficient, Hagar's House is able to offer more programs to women and children, and our lawyers are able to represent more children in their immigration cases. The organization is able to use more resources to directly support people. Volunteers in the garden help support beauty and sustainable food at Hagar's House. Volunteers at Project Ishmael help us translate documents on short timelines and prevent children from facing orders of deportation. The AmeriCorps member's work on building relationships and processes and procedures will make many of these things easier.

**Essential Functions of Position:**
This list may not be fully complete, but the corps member will come on site in the morning and head to Hagar's House, our home for women and children.
* Monthly/Every other week: Attending partner organizations events, especially service learning fairs and volunteer recruitment events
* Daily/Weekly: Coordinating volunteers: daily interpreting volunteers that you recruit, weekly or bimonthly garden volunteers, weekly volunteers for holistic programs in Hagar's House, weekly phone volunteers at Project Ishmael
* Weekly: Learning all the parts of both programs by hands on involvement in what interests you and in what is needed
* once/month: Coordinating resource guides (partner organizations who do complimentary work) and making sure volunteers are aware of the resources
* 30-60 min/week, more if there was a big event: Coordinating volunteer and supporter database and thank yous
* ~1 hour: Most mornings will involve a bit of direct service as families are often heading out for the day.
The members tasks include: * ~30 minutes once/week: making sure the offices have the supplies the volunteers need to complete all tasks

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

If the member chooses, they can gain so many! We value partnerships and would love for the member to get to know our partners. We share lots of optional trainings via partner organizations. Concretely, members will learn to manage Little Greenlight system for volunteers and supporters. They will learn to work with volunteer translators who are using google phone and a legal case management system. They will have an opportunity to participate in Hagar’s House programs led by volunteers on all types of projects: tiny house building, finances, yoga, meditation, art, and many more. They will need to implement gardening knowledge a couple times a month as well! Additionally, members are welcome to participate in and shadow most parts of the nonprofit. While these are not their job, they
can shadow (if they want): housing intakes, court hearings, legal intakes, and many other processes.

Ideal Candidate Qualifications

1) The main requirement is a love for and interest in the missions of both Project Ishmael and Hagar's House. A member who wants to make the work flow smoother and wants to be part of it. Joy and wanting to be here are by far the most important qualities. 2) We will train you onsite for most needed skills. 3) A commitment to social justice, undoing racism, gender equality, LGBTQI+ rights, and immigrant rights is essential. 4) Being bilingual in Spanish and English would be a bonus, especially when coordinating the volunteers who work the Project Ishmael phone. However, you do not have to be bilingual. You can simply enjoy engaging in a multilingual environment and do your best with google translate.

2) Minimum qualifications: Age 18 or older. We will train you onsite for specific roles. However, past volunteer coordination, housing or immigration work, or nonprofit work is a wonderful plus.

Required Transportation Requirements (ex: own vehicle or able bike to site)

You will need to be able to get yourself to and from the site. We can loan you a bike for the year, if you decide to bike.