



**Engagement. Voice. Success.**

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**MINNESOTA ALLIANCE WITH YOUTH  
AMERICORPS PROMISE FELLOW – YOUTH COUNCIL FELLOW**

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**Title:** *AmeriCorps Promise Fellow*  
**Placement Site:** Minnesota Alliance With Youth – [www.mnyouth.net](http://www.mnyouth.net)  
**Supervisor:** Melissa Burwell, [mburwell@mnyouth.net](mailto:mburwell@mnyouth.net)



### **Position Overview**

The mission of the Minnesota Alliance With Youth is to ignite the spark in all young people to become actively engaged, develop strong voices, and acquire the skills needed for success in school, work, and life. The Promise Fellow's year of service focuses on building the Alliance's capacity to engage young people in their communities and develop their own voice along with recognizing this work being done in communities all across the state. The Alliance's Youth Council Fellow will focus his/her efforts on developing relationships with youth and adult members of the council, capturing the good work of the Alliance through social and online media, and supporting the organization's communication efforts.

### **Position Responsibilities**

#### *Essential Function: Capacity Building*

- Collaborate with staff to recruit, train, support, and develop relationships with statewide youth council. Support and create training materials and workshops for four annual retreats along with additional opportunities for involvement as they emerge
- Assist staff in developing and implementing an effective recruitment plan for the statewide Youth Council; write materials, determine social networking options, collect applications, develop protocols for interviews and selection process
- Research, document, and evaluate best practices and curricula used by other statewide Youth Councils to train new and returning youth participants in how to be civically engaged
- Act as point person for Youth Day at the Capitol, a partnership with the Youth Policy Alliance
- Research various education topics to be considered by the Youth Council and to provide background information
- Collect items and information to be included in annual training binder
- Create, write and edit Youth Council blog along with updating pages on organization's website related to the Council

#### *Essential Function: Resource Development*

- Manage and update the Alliance's online content and presence including website, Facebook, Twitter, Flickr
- Research, write, and edit Promise Press (monthly e-newsletter), AmeriCorps Promise Fellow Weekly Update, and Youth Council bi-weekly update along with other materials as needed
- Cultivate relationships with School-Community partnership sites and Promise Fellows to document service activities and Summer of Service experiences
- Develop relationships with Statewide Partner Fellows to support and recognize their service and organizations work in supporting the success of young people across the state
- Assist staff in planning and implementing annual Global Youth Service Day Events, Annual Red Wagon Awards Celebration (includes supporting selection, notification, and recognition of winners)

#### *Additional Responsibilities*

- Assist supervisor in keeping program records and evaluating program outcomes, making changes as needed based on evaluation data.
- Participate in all Alliance and AmeriCorps required meetings and assignments as needed

### Requirements

- Must be 18 years old\*
- U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- Please note that final candidates will be required to successfully pass a background check before being officially enrolled by the Minnesota Alliance With Youth

### Qualifications

- Interest in communications, youth, service, education, and non-profit work
- Strong written and oral communication skills
- Able to deal effectively with ambiguity of tasks and able to take initiative
- Ability to collaborate and communicate well with others from a variety of backgrounds
- Experience with CMS (ex. WordPress) and comfortable working across various software programs
- Website management experience including HTML, content formatting, image re-sizing, and troubleshooting, etc
- Self-motivated, able to work independently without daily supervision—strong organizational skills a must
- Able to present oneself in a highly professional manner and be an ambassador of the program

### Desirable Characteristics

- Associates or Bachelor of Arts Degree in communications/marketing, youth development, social sciences, education or related field
- Volunteer experience and desire to develop a strong ethic of service
- Experience working collaboratively with youth and adults
- Commitment to positive youth development

### Typical Work Environment

- Able to work at a computer for up to 8 hours per day
- Able to work in environment that is quiet but with many people demanding attention
- Able to work independently without much direction
- Work setting may include working in a cubicle and/or sharing office and computer with other members/staff

**Benefits:** *As a full-time AmeriCorps member, Promise Fellows serve a minimum of 1700 hours from August 15, 2010 to August 15, 2011 and receive: Modest Living Allowance (appx. \$950/month pre-tax); Basic Health Insurance; \$4725 Education Award upon successful completion of service; Qualified student loans deferred; Ongoing, extensive support and training*

**To apply, please email cover letter, resume, and three references along with the two writing samples (no more than 8 pages total) to:**

*Melissa Burwell, Director of Strategic Initiatives*

[mburwell@mnyouth.net](mailto:mburwell@mnyouth.net)

*no phone calls please*

**Please note:** We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation.

- Reasonable accommodations provided upon request.
- This document is available in alternative formats.