



Equity. Quality. Collaboration.

Job Title: Onboarding Specialist (Temporary)
April 2021 - September 2021

FLSA Classification: Full-Time Limited
Non-Exempt

Hours: 40 hours/week

Closing Date: March 12, 2021

Minnesota Alliance With Youth

Minnesota Alliance With Youth (“the Alliance”) works in partnership with youth to ensure that ALL young people have equitable educational opportunities that foster their individual assets, honor their voices, and prepare them to reach their goals. The Alliance accomplishes this mission through our core organizational values of equity, quality, and collaboration.

Position Overview

The Onboarding Specialist will create meaningful experiences for our AmeriCorps applicants and members for our Emergency Response Initiative and Promise Fellow programs. Through high level customer service support to candidates and members, the onboarding specialist will assist with the technical and administrative aspects of the onboarding process and in meeting organization deadlines. This position will perform a variety of day-to-day tasks and will work closely with our Program Coordinator and Director of Compliance and Operations.

This temporary position is expected to end in September 2021. Hours will be 40 hours a week. **Note:** Work will be remote during the Coronavirus pandemic. Incumbent will transition to the office when it has been deemed safe to do so.

Responsibilities

Essential functions include:

- Support strategic equity, diversity, and inclusion efforts at the Alliance and perform all essential functions with an equity lens
- Process paperwork and coordinate administrative support for candidates and members
 - Serve as first point of contact for AmeriCorps Emergency Response Initiative (ERI) program
 - Support scheduling and facilitation of onboarding meetings to welcome new members and collect paperwork
 - Review and track AmeriCorps member enrollment paperwork
 - Support members through onboarding process including online paperwork, in-person verifications, background checks, etc.
 - Set up and maintain OnCorps (online system for program data and timesheets) accounts for members, supervisors and host sites
 - Support the setup and maintenance of MyAmeriCorps accounts through eGrants for applicants and members
- Support AmeriCorps program compliance
 - Ensure AmeriCorps program files are collected, documented, and maintained in accordance with set policies, procedures and requirements and timelines of federal grants
 - Support ongoing program compliance work
 - Maintain tracking databases/spreadsheets and systems and enter updates regularly and accurately
 - Complete regular internal reviews of member and host site files, and support all pre-audits in preparation for commission and other external audits
 - Oversee and review ERI member timesheets on an ongoing basis as needed to meet compliance requirements
 - Send out, track completion of, and review member performance evaluations
 - Track and oversee all member data for the summer program
 - Support the member exit processes in making sure all paperwork steps are complete and member has met all program requirements
- Participate on project teams or assignments as assigned

- Participate in outreach opportunities as assigned

Qualifications

- An understanding or openness to learning about the impact of institutional and structural racism and bias on underserved and underrepresented communities
- Commitment to Alliance's core values of equity, quality and collaboration
- At least 3 years of related experience (nonprofit, education, youth development, or related field)
 - A combination of education and/or experience may be substituted for
- National Service or experience working for an AmeriCorps program, preferred
- Previous CRM experience, specifically Salesforce, preferred

Knowledge, Skills, and Abilities

- Experience incorporating the perspectives of multiple communities, including communities of color in the consideration of impacts and outcomes of their work
- Experience working with youth and/or strong commitment to creating spaces for youth voice and success
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Excellent interpersonal skills: able to communicate effectively in person, over phone and by email with Alliance constituents, including AmeriCorps members, host site supervisors, and community partners
- Demonstrated proactive approaches to problem-solving
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion
- Adaptability and flexibility with various competing demands
- Ability to maintain accurate records, tracking systems, files, etc.
- Experience working in an office setting and/or organizing a program/project
- Proficient in database/spreadsheets, Microsoft Office (Outlook, Word, Excel, and Powerpoint), Adobe Acrobat, and Social Media web platforms

Typical Work Environment

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

- **Note:** Work will be remote during the Coronavirus pandemic, incumbent will return to the office when it has been deemed safe to do so
- Able to work at a computer for long periods of time
- Able to work in environment that is quiet but with many people demanding attention
- Able to frequently stand, walk, sit, and climb in performing duties in the office and for onsite and offsite meetings and events
- Able to maintain regular operation of normal office machines (telephone, computer, copier, and other office machines) is required
- Able to work independently with minimal supervision
- Able to work evening and weekends for meetings and events

Compensation and Benefits

Salary range is \$16.83 - \$18.03/hour. Specific work schedule can be flexible. Hours per week is 40 hours. **The position will run through September, 2021.** This position is benefit-eligible. Office located in St. Paul, MN, **note:** work will be done remotely during the Coronavirus pandemic and staff will return to the office when it has been deemed safe to do so. **To apply, interested candidates must complete a cover letter, resume, and provide contact information for three references.** Please send all required materials electronically to kyang@mnyouth.net and include in the subject line **Onboarding Specialist. Priority deadline to apply is March 12, 2021, but will remain open until filled.** No phone calls please.

To learn more about Minnesota Alliance With Youth, visit our website at: www.mnyouth.net.

Please note: Minnesota Alliance With Youth is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and we encourage you to apply, even if you don't believe you meet every one of our qualifications described. We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation. We are committed to the principle of equity and are particularly interested in receiving applications from a broad spectrum of individuals.

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

This position is funded by AmeriCorps. Employment is contingent on the successful completion of required background checks.