



AmeriCorps VISTA Discovery Fellow Position Description

Can you imagine being part of a national model for engaging underrepresented students in science and conservation? At Ocean Discovery Institute we use science to engage young people from urban, underserved backgrounds and empower them to transform their lives, their community, and ultimately our world as scientific and conservation leaders. We are honored and proud to have received the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring given by President Obama. The National Oceanic and Atmospheric Administration has also recognized that our model is at the vanguard of innovation and impact and has invested in replicating this work in other regions of our nation.

As an **AmeriCorps VISTA Discovery Fellow**, you'll help build capacity to more effectively deliver innovative science education to an entire community, creating the next generation of science and conservation leaders. There are three VISTA positions currently available:

Community Engagement: The Community Engagement VISTA will help create intentional recruitment plans, effective communication materials, and innovative solutions to engage participants in out-of-school community programs. To learn more and apply click, [here](#).

Membership Systems and Evaluation: Our Membership and Evaluation VISTA will develop efficient systems for managing new membership and evaluating organizational and programmatic impacts. To learn more and apply click, [here](#).

Volunteers and In-School Programs Systems: The Volunteer and In-school Program Systems VISTA will develop efficient systems for managing and evaluating our in-school programming and our volunteer tracking systems. To learn more and apply click, [here](#).

Beyond the deep level of satisfaction gained through service, you will also develop skills to prepare for future success in non-profit management, systems development, and capacity building. Over time, you will increase your impact with progressive skills and grow your leadership through increased responsibilities. You will receive training and experiences proven to improve project management, leadership, and communication skills while creating an individual growth plan to support your career path. Upon completion of the fellowship you will be prepared to transition into graduate school or the next stage of your career path as a well-rounded professional with the experience, skills, and expertise needed to succeed.

Requirements:

- College graduate with a bachelor's degree.
- Highly proficient in Microsoft Office including Word, Excel, Outlook, and PowerPoint.
- Pass a fingerprinting / background check.
- Reliable transportation preferred, with valid Driver's License, vehicle insurance, and clean driving record.

Qualifications:

- Passion for, commitment to, and understanding of AmeriCorps VISTA mission and volunteer service.
- Demonstrate a deep understanding of the community we serve, such as:
 - Graduating from our programs,
 - Living in the community of City Heights, or
 - Living in or from a community similar to City Heights.

- Interest in project management, developing systems, and managing data.
- Ability to work independently and as part of team in a fast paced, dynamic work environment.

TIME COMMITMENT

- 1-2 years of full-time service (approx. 40 hrs/week). A second year is optional and highly encouraged.
- Some evening and weekend work required.

AMERICORPS VISTA CONTRACT:

- Each service contract (max 2 years) includes the following benefits as set by AmeriCorps:
 - Living Allowance:
 - Approximately \$19,000 per year (subject to change) paid on a bi-weekly basis.
 - Subject to all applicable federal, state and local income taxes.
 - Segal Educational Award:
 - Approximately \$5,920 upon completion of 12-month service contract or approximately \$1,800 end of service stipend.
 - Time off includes: 10 personal days, 10 sick days
 - Potential for Student Loan Deferment or Forbearance (w/ interest paid).
 - To learn more about VISTA and the benefits highlighted above, please visit:
<http://www.nationalservice.gov/programs/americorps/americorps-vista>
- Ocean Discovery Benefits and Provisions:
 - Annual uniform and dress code stipend.

START DATE

- March 2019

HOW TO APPLY

- Create an AmeriCorps profile here: <https://my.americorps.gov/mp/login.do>
- Search “Listings”, enter “Program Type” (AmeriCorps VISTA), “State” (California), and “Program Name” (Ocean Discovery Institute).
- Select the “Program Name” to view more details and then click “Apply Now!” on that page when ready.
- Ocean Discovery will review submitted applications and schedule interviews.

If you have any questions, please contact Travis Kemnitz, Director of Talent and Culture, at tkemnitz@oceandi.org or 858.488.3849.

EEO Employer