



THE IMAGINE JUSTICE PROJECT

AmeriCorps Position Description

-Program Assistant-
OUR SISTERS'S HOUSE

BACKGROUND INFORMATION

The Imagine Justice Project

Young people often come into contact with the criminal justice system as a result of normal adolescent behavior, such as taking risks and pushing boundaries. Due to institutional racism and implicit bias, this happens more often for Black and Brown youth through the over-policing of communities of color, racial profiling and disproportionate minority sentencing. The isolation and stigma surrounding criminal justice system involvement create additional barriers preventing youth and young adults from achieving their full potential. Protective factors, such as participation in positive youth development programs and connection to caring adults, can create safe and supportive environments for youth that prevent and reduce contact with the criminal justice system.

The Imagine Justice Project is a collaborative Pierce County effort to strengthen youth development and advance equitable, community-centered justice systems. One of the primary strategies of the Imagine Justice program is to leverage AmeriCorps volunteers to build the capacity of local organizations to provide culturally response, trauma-informed positive youth development programs and services.

AmeriCorps Team

An AmeriCorps member is an individual who engages in community service through an approved national service position. The Imagine Justice Project is recruiting 20 individuals to serve as AmeriCorps members in positive youth development programs across Pierce County. The majority of positions are fulltime positions, which complete 1700 total service hours over a period of approximately 11 months. Some shortened and part time positions are also available. Members are eligible to receive a living allowance, healthcare benefits, childcare benefits, as well as significant training and coaching. Upon successful completion of their service terms, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

POSITION INFORMATION

Position Title: Program Assistant

Service Term:

This is a 1700-hour fulltime position, at approximately 40-hours per week for 11 months. The term is expected to begin August 22nd, 2022 and continue through July 15th, 2023.

**Days/Hours of Service:**

Monday through Friday from 9am – 5:00pm, including one 30-minute unpaid lunch break, and two 15-minute paid rest breaks. Some evening and weekend hours may be required for programs offered after hours.

Every other Friday AmeriCorps members will be expected to come together as a team for training, project planning, and team building. Alternate Fridays are optional days to come together with the AmeriCorps team.

Program Description:

The Program Assistant will be a part of all of Our Sisters House (OSH) key programs and will work closely with program staff and the Program Manager in the oversight, administration and implementation of OSH's programs.

Host Site Description:

Our Sisters House has been providing culturally specific services to African American women and girls since 1995. Our mission is to lead, empower, and inspire change by eliminating domestic violence through intervention and prevention services. We aim to enhance the lives of survivors of domestic violence by providing services that meet the cultural needs of those we serve. OSH seeks to accomplish ending the cycle of violence through youth programming, education, outreach advocacy strategies, and collaboration with key community partners. We provide advocacy, legal advocacy, case management, mental health services, support groups and outreach to assist those who have been traumatized by domestic violence and other types of crimes. Our Programs Include: New Directions; Stepping Stones, Building New Bridges, Sisters' Seeking Change all with the goal aims to strengthen families, empower women to become self-sufficient, and help children affected by domestic violence heal, with the hopes of breaking the cycle of domestic violence.

Service Location:

Pierce County is located in the Puget Sound region of Washington State and is home to the iconic 14,000-foot tall Mt. Rainier. This area is the traditional lands of the Coast Salish people. With a population of approximately 800,000, it is the second most populous County in the state with Tacoma being Pierce County's largest City.

Candidate will report to OSH's office located at 708 Broadway Suite 310 Tacoma, WA 98402. In the event that there is a need to report to an offsite location, the program assistant will be provided information of where to report in a timely manner.

Position Description:

The Program Assistant will have a key role in every program OSH has, assisting with intakes, client follow ups, program-related administrative duties as well as lead groups, discussions or present key information and content to youth, families.

Responsibilities and Related Tasks:

- Conduct outreach to youth, families
- Assist with client intakes and tracking program data
- Attend all programs and assistant Program Manager in day to day activities
- Light program and service administrative work
- Participate in regular professional development, team-building, and service activities

Benefits:

- Living allowance of \$18,000 for complete service term. The living allowance is paid in equal installments on the 5th and the 20th of each month. Each installment is approximately \$818.18, totaling \$1,636.36 per month during service term (approximately 11 months).
- Access Segal AmeriCorps Education award in the amount of \$6,495 upon successful completion of service term. This award must be used within seven years of service completion and may only be used to pay educational expenses at eligible post-secondary and technical institutions OR repay qualified student loans
- Optional health insurance coverage for individual
- Optional childcare assistance (must meet specific eligibility requirements)
- Optional student loan forbearance during service term
- AmeriCorps Member Assistance Program (MAP) which includes virtual counseling and coaching, financial and legal assistance, and other resources
- When meals are provided, team members will be fed as well.

ELIGIBILITY

Required Qualifications:

- Age 18 or older at start of service term
- High School Diploma or equivalent upon start of service term, OR agree to obtain diploma or equivalent prior to using Segal AmeriCorps Education Award
- US Citizen or permanent resident
- Proof of complete COVID-19 vaccination
- Commitment to building skills and knowledge related to diversity, equity, and inclusion
- Ability to travel to service site(s) as well as other training or activity locations across Pierce County
- Proficient in Microsoft365, Social Media
- Excellent oral and written communication skills

Desired Qualifications:

- Represent the diversity of clients being served through personal characteristics and/or lived experience
- Previous experience working with youth or young adults
- Familiarity with the Pierce County community
- Skills and/or knowledge related to youth development, trauma-informed care, or diversity, equity and inclusion
- Preferred proficiency in creating flyers, Canva

Criminal History:

The Imagine Justice Project values individuals with lived experience that relates to the clients and communities we serve. All AmeriCorps positions are subject to the National Service Criminal History Check (NSCHC) process. Applicants who do not consent or provide false information are not eligible to serve in an AmeriCorps position. Additionally, any applicant who has been convicted of murder, or who is registered or required to be registered on any sexual offender registry will also be disqualified from any AmeriCorps service position.



Service Environmental & Physical Requirements:

Work will be performed in an office setting, classrooms, and gyms. Physical requirements is able to lift at least 20Lbs of program equipment. Some work may be done remotely and will be asked to participate in virtual meetings. OSH will be adhering to all COVID-19 Protocols and will practice social distancing and wearing masks until mandate is lifted.

Equal Opportunity

AmeriCorps and the Imagine Justice Project is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service. Reasonable accommodation will be provided to the known mental or physical disabilities of otherwise qualified members.

CONTACT INFORMATION

IMAGINE JUSTICE PROJECT:

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AMERICORPS HOST SITE:

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