

Resource Coordinator Schenectady Community Ministries

About Schenectady Community Ministries

SiCM is a partnership of over 50 faith groups with a shared vision: social service and social justice. With financial support and volunteers from its members and others, SiCM serves thousands of high-need people each year.

SiCM addresses public health needs such as food insecurity and nutrition education, racism and diversity concerns, and summer engagement with children and youth, through community collaborations and exceptional services and programs. SiCM's direct services include the largest food pantry in the Capital Region of NY, 2 acres of community-based urban farming, the summer meals program for Schenectady City and adjacent areas, and a community hub serving the greater Hamilton Hill community.

We seek an enthusiastic person committed to encouraging a welcoming, generative, and safe space for the community to engage, learn, organize, and express solidarity.

Goals and Duties of The Position

The VISTA, serving as Resource Coordinator, will focus on coordinating the day to day operations of SiCM's Community Hub. This coordination will include being the primary point person to coordinate use of spaces in the Hub, keeping an up-to-date calendar of available spaces in the Hub, collaborating as coordinator for SiCM programs in the Hub, and updating the Hub's manual of operations and contact spreadsheet towards sustainability.

The specific duties of the position include:

- Review and update the manual of operations
- Maintain a Community Hub use calendar

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- Conduct research about organizations in the greater Schenectady area that could be of service to the community in the Community Hub
- Develop an infrastructure to keep track of the participation of guests (unduplicated) when the program allows in partnership with organizations providing services in the Community Hub
- Collaborate with the chief of operations around Community Hub management and relations sustainability

Professional Development

VISTAs will develop skills in community engagement and external relations management, social justice, community assessment research, and social justice. We pride ourselves on being informed, caring, and intentional members of our communities and take the time to analyze our own roles in society.

As a part of the ACE program, VISTA members take part in our monthly team building days, attend AmeriCorps trainings, and have access to Siena's faculty to learn more about their areas of interest.

Minimum Qualifications:

- Must have an Associates level education or higher
- Have a growth mindset
- US citizen or have permanent resident status

Living Stipend:

VISTAs earn a living allowance for their service. The annual living allowance is \$22,882, which is \$877.66 on a bi-weekly basis.

Benefits:

- 10 free meals a week at Siena College
- Siena Gym/Library Access
- CDTA bus pass
- Opportunity to audit classes at Siena
- [Non-competitive eligibility for federal employment](#)
- \$6,345.00 Education Award upon successful completion of full service term
- Biweekly set of groceries from our pantry
- Supportive cohort of peers

Note: VISTAs and VISTA Leaders do not have access to on-campus housing.

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Visit us online: <https://www.siena.edu/centers-institutes/ace> and on IG: [@sienavistas](#)
To Apply: [Click Here](#) or search "ACE" on the [MyAmeriCorps Portal](#) or email Levi Yoder, VISTA
Leader lyoder@siena.edu

At Siena, diversity is an invitation to celebrate the uniqueness of each individual, as well as the cultural differences that enrich us all. Siena strives to ensure that individuals from all backgrounds and perspectives are served equitably. The diversity that students, staff and faculty bring to the College are viewed as a resource, strength and benefit to the College as a whole.

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