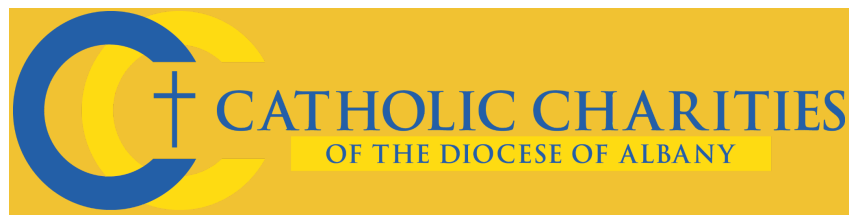


Program Resource Coordinator Catholic Charities



About Catholic Charities Diocese of Albany

Catholic Charities, a ministry of the Catholic Diocese of Albany, is committed to active witness on behalf of the Scriptural values of mercy and justice.

Catholic Charities, recognizing human need at all stages of life, responds to all persons regardless of race, creed, or lifestyle, with special emphasis on the economically poor and the vulnerable.

Catholic Charities serves and empowers persons in need, advocates for a just society, calls forth and collaborates with women and men of good will in fulfillment of its mission.

We seek a social justice centered individual who can assist us in creating a framework to build multi-generational financial well being.

Goals and Duties of The Position

The VISTA, serving as program resource coordinator, will focus on two areas:

- The reasons why clients seek emergency assistance at Catholic Charities
- The opportunities for building client's knowledge and use of resources available to them and their families to plan effectively for future financial health

The specific duties of the position include:

- Identify needs and resources of emergency assistance clients from one or two counties in the region
- Create a management tool for tracking this data
- Research similar programs in operation
- Collaborate with agency staff (particularly Community Navigators), other social service providers in the region, other New York State Catholic Charities entities, and others
- Build processes that close the loop for clients so that Catholic Charities can easily understand impact on clients and the community
- Assess what worked and what were the challenge points in service; collaborate with Catholic Charities team to make adjustments as indicated by client feedback
- Plan for next steps to move this project from a pilot in one or two counties to a program that is available to all emergency assistance clients within the system.
- Support Training Specialist in understanding professional development needs of the Community Navigators

Professional Development

As a part of the ACE program, VISTA members take part in monthly team building days, attend AmeriCorps training, and have access to Siena's faculty to learn more about their areas of interest. VISTAs will develop skills in public speaking, career management, 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.

Minimum Qualifications:

- Must have an Associates level education or higher
- Have a growth mindset
- Authorized to work in the US

Living Allowance:

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:

- Supportive Cohort of peers
- Ten free meals a week at Siena College
- Siena Gym/Library/Career and Internship Center access
- CDTA bus pass

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- [Non-competitive eligibility for federal employment](#)
- \$6,345.00 Education Award upon successful completion of full service term

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

Visit us online: <https://www.siena.edu/centers-institutes/ace> and on IG: [@sienavistas](#)

To Apply: [Click here](#) or search “ACE at Siena” on the [MyAmeriCorps Portal](#).

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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