SIENA CENTER FOR ACADEMIC COMMUNITY ENGAGEMENT

<can code communities>

AmeriCorps

# Community and Alumni Engagement Coordinator
# CanCode Communities

CanCode Communities works to build a more inclusive and vibrant tech talent pipeline and tech sector workforce in New York State by engaging with often overlooked communities to provide technology training in digital literacy and software skills. We work to shift the mindset about who can work in technology and to create open access to pathways to joining the tech economy.

***We seek a Community and Alumni Engagement Coordinator who is passionate about creating inclusive and equitable opportunities for individuals to access technology training and develop their digital skills. The ideal candidate should be dedicated to engaging with underrepresented communities, building relationships with program alumni, and promoting the benefits of joining the tech economy. Candidates should also be able to effectively communicate the mission and impact of CanCode Communities to a diverse range of stakeholders, including program participants, community partners, and potential funders.***

**Goals and Duties of The Position**

The VISTA, serving as the Community and Alumni Engagement Coordinator, will work to improve operational capacity, formalize organizational processes for student engagement from recruitment through alumni engagement, and further analyze program data to support the delivery of CanCode programs.

The specific duties of the position include:

- Create and implement strategies to engage with program alumni, including the development of regular communication channels and the coordination of networking events and opportunities.
- Research and identify new community partners and stakeholders to support the expansion of CanCode's programs and outreach efforts.
- Conduct research and analyze program data to inform decision-making and programmatic improvements, including the identification of trends and areas for growth.

- Develop and maintain relationships with community partners, including schools, community-based organizations, and other stakeholders to support alumni engagement, recruitment and program delivery efforts.
- Assist in the development and implementation of alumni engagement and program recruitment strategies to reach underrepresented communities and promote program participation.
- Coordinate logistics and provide support for program events and activities, including program orientations, training sessions, and community engagement events.
- Create and maintain program resources, including program manuals, training materials, and program evaluation tools.
- Assist in the recruitment, training, and supervision of program volunteers and interns.
- Participate in program meetings and contribute to program planning and development efforts.

**Minimum Qualifications:**

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

**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:**

- Opportunity to take CanCode courses free of charge
- Supportive cohort of peers
- Ten free meals a week at Siena College
- Siena Gym/Library/Career and Internship Center Access
- CDTA bus pass
- 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” 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.*