



## Position Announcement



**Position:** AmeriCorps Transition Specialist

**Location:** Bend, OR and Prineville, OR. Project locations throughout Central Oregon.

**Desired Start Date:** Late September/Early October

**Position Summary:** The Heart of Oregon Corps is seeking ONE AmeriCorps Transition Specialist who will complete 1700 hours of service over 9 months. Under the direction of the Program Director, the Transition Specialist will mentor young people empowering them to improve their lives through the exploration of career and post-secondary options. This position will provide one-on-one and group support focused on developing and implementing transition plans for each member. He/she will teach Career Planning classes, develop career readiness portfolios, and track member development/training opportunities. They will be responsible for completing follow-up with employers and employed alumni to meet follow-up data requirements and track data in a timely fashion.

**Specific Duties:**

- Teach the Career Pathways Curriculum and College Exploration Activities.
- Recruit and train employer volunteer speakers, tours, and mentors.
- Coordinate certificate and training opportunities for members.
- Update and coordinate Career Board.
- Ensure participant and alumni job placement, advancement, and retention through activities such as job search, job development, and individual job counseling.
- Complete general office duties related to position (filing, phone calls, etc.)
- Assist with corpsmember training and orientation.
- Assist in the delivery of other program services as assigned.
- Help young people in our community succeed in an innovative training program, to reorient their lives, nurture their leadership skills and enable them to make a difference in their community.

**Benefits:**

- A maximum taxable \$12,630 (pre-tax) living allowance dispersed bi-weekly over 40 weeks.
- Basic medical insurance (health and dental for member only).
- Paid Federal holidays, sick time, and vacation days.
- Student loan forbearance (for qualifying federal student loans).
- A \$5,920 education award granted upon successful completion of the program.
- Potential professional development and training opportunities including: Wilderness First Aid, career planning, volunteer management, public land stewardship, & youth development.
- Opportunity to live, travel, and serve in Central Oregon.

**Physical Requirements:**

Frequent lifting and carrying of up to 50 lbs. Standing, walking, bending, hiking for long hours. Ability to work outside in all weather conditions, including extreme heat, cold, and rain. Ability to drive 10 passenger vans and 4WD drive vehicles. Ability to pull and back up trailers safely (or ability to learn).

**Travel:**

Position requires frequent local travel in HOC vehicles. Occasional overnight travel required. Occasional use of personal vehicle with mileage reimbursement required. Must not have any major traffic violations or citations.

**Age Minimum:** Must be 17 years old of age to apply.

**To Apply:** Submit cover letter, resume, and two references to [colin.price@heartoforegon.org](mailto:colin.price@heartoforegon.org)  
Early submission of applications is encouraged!