



AmeriCorps Academic & Communications Support

Media Center Support:

- Support teachers/students checking in and checking out of media center and assist with acquiring reading materials
- Assist media center staff in shelving, cataloging, and weeding media center materials
- Assist in organizing special events (author visits etc.)
- Assist academic coach in providing media center materials for teachers

Communications Support:

- Manage and maintain ICS's social media presence, including planning social media calendar and scheduling posts
- Collaborating with staff on new ideas, directions, and venues for marketing and communications
- Assisting with website maintenance and weekly newsletter communications
- Assist with maintaining development database and assist with donor acknowledgements
- Research possible grant opportunities and/or assist with grants proposals
- Research foundations and corporations for ICS to partner with

Qualifications:

- Preference will be given to candidates who speak any of the following languages: Burmese, Arabic, Hindi, Somali and Nepali
- Firm grasp of available tools and platforms in the social media space
- Completed college degree, preferably in a related field (e.g., English, Marketing/Communications, Public Relations, Development)
- Previous internship or related experience in marketing/communications/development is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- An effective communicator, both written and oral
- Ability to communicate in a professional manner
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of ICS and the families we serve
- All potential job candidates must pass a background check



INTERNATIONAL COMMUNITY SCHOOL

AmeriCorps Wraparound Services Coordinator

We are creating a new program at ICS. This position will require a substantial amount of research and development in order to start a community resource center that offers wraparound services. We hope to begin offering services in the spring semester of 2020. Fall 2019 will be dedicated to research and development.

The new services that we would like to offer at ICS include:

- ✓ Workforce development
- ✓ Assistance with medical services - primary care, optometry care, dental care
- ✓ Assistance with mental health services
- ✓ Health and wellness events
- ✓ A more robust food and clothing co-op will also be included in the new platform
- ✓ The resource center would also provide access to things like computers, printers, fax machines and copiers; as well as washer/dryer access for families that need it (washer/dryer services will be offered later on)

Position Requirements:

- Research and development skills required to get program up and running
- Creates relationships and partnerships with local organizations and individuals in the community to offer services to the ICS resource center
- Provides engagement, planning, implementation and transition of services for high needs children and families
- Manages allocated resources for clients
- Coordinates the child and family treatment team
- Assists families in need with workforce development
- Oversee wraparound service program and maintain resource center
- Assist with recruiting and managing volunteers to staff center

Qualifications:

- Preference will be given to candidates who speak any of the following languages: Burmese, Arabic, Hindi, Somali and Nepali
- Bachelor's degree in a Human Services field
- The position requires a minimum of one-year experience working with children and families
- Experience and ability to work with adults and children from diverse ethnic, cultural, and socioeconomic environments
- High degree of ethical behavior and integrity
- Maintain flexibility in schedule and style to meet the needs of the families they are serving
- Solution focused mindset
- Ability to be non-reactive in the midst of high stress situations
- Ability to conceptualize case needs systemically
- Enthusiasm for the mission of ICS and the families we serve
- A valid GA driver's license, at least 2 years of driving with a driver's license and clean driving record are required. All potential job candidates must pass a background check.