



AmeriCorps at Martha O'Bryan Center: August 2019-July 2020

Join our team of innovative change-makers as we work to strengthen communities by empowering individuals in poverty to transform their lives through education, employment and fellowship!

AmeriCorps

AmeriCorps is a national volunteer service program that supports hundreds of service members in giving back to their community! When you join AmeriCorps, you use your energy, ideals, and talents to make a difference in your community. You also earn money for education, learn to be a leader, and gain real job skills. AmeriCorps service years are excellent opportunities for ambitious young professionals to build their resume while gaining meaningful experiences and creating lifelong memories.

Martha O'Bryan Center

Martha O'Bryan Center's mission is to break cycles of poverty in Nashville's low-income communities. On the foundation of Christian faith, we empower children, youth, and adults in poverty to transform their lives through work, education, employment and fellowship. We serve over 9,000 clients each year through early learning education, youth development, Work Ready job placement, family resource center community/social services as well as charter schools East End Prep and Explore Community School. AmeriCorps members are essential to the supporting the work of our organization.

2018 Champion's Breakfast Fundraiser Promo Video: <https://www.youtube.com/watch?v=TRV6PrZGuvI>

Full-time Benefits

- A living allowance of \$14,000 for 48 weeks (11 months)
- Affordable housing option (please inquire for further information)
- Education award of \$6,095 upon successful completion of service
- Health insurance reimbursement (\$160 per month)
- Cell phone reimbursement (\$25 per month)
- Staff Assistance Program
- Exceptional non-profit training & professional development
- Direct service experience in an innovative, inspiring atmosphere

Full-time positions are available starting now through the end of January 2020. Contact Adam Strizich at astrizich@marthaobryan.org with questions or for more information about the AmeriCorps program.

AmeriCorps Service Positions

Adult Education Specialist • Digital Inclusion Specialist • Family Support Specialist •
Family Resource Navigator • Food Security & Nutrition Education Specialist • High
School Education Specialist • K8 Education Specialist • Kindergarten Behavioral
Support Specialist

Adult Education Specialist (1 position available)

Our Adult Education program prepares adult students for the high school equivalency exam (HiSET or GED) through classroom teaching, one-on-one tutoring, and online self-study support in reading, mathematics, and language/writing. AmeriCorps members will use methods and develop processes that encourage student self-assessment and self-monitoring, as well as involve learners appropriately in the planning, conducting and evaluating of learning activities. The Adult Education Specialist will document, analyze and summarize learning gains, based on both formal and informal assessment measures, in order to communicate with learners and external stakeholders. The service member will also assist the team with in the administration of the HiSET test.

Essential duties and responsibilities include:

- Managing and organizing student documents and file
- Collecting and entering data
- Administering, scoring, and evaluating standardized test
- Representing the program in recruitment and retention activities
- Using Microsoft Office Tools and Google Drive
- Instructing or facilitating learning for adults in small group settings in general studies (up to 9th grade level)

Service hours are Monday-Friday, 8am-5pm.

Digital Inclusion Specialist (1 position available)

The Digital Inclusion Specialist (DIS) will work on the cutting edge of an emerging social justice movement by helping to operate the Martha O'Bryan Center's Digital Empowerment program. The Digital Empowerment program works to bridge the digital divide in Nashville by offering free computer skills classes and a public access point for community residents. Program participants receive free personalized computers skills training, get connected to affordable home Internet and much more.

The DIS will operate a drop-in computer lab in Cayce Place homes, providing one-on-one computer skills training in a relaxed, comfortable environment. The DIS will also help to teach computer skills as part of our Adult Education program. The DIS will have the unique opportunity to manage partnerships with a variety of community anchor institutions while creatively implementing new technology-based projects across the center.

Service hours are Monday-Friday, 8am-5pm.

Family Support Specialist (1 position available)

The Family Support Specialist supports the Play & Learn and Tied Together programs, our non-traditional parent education programs. Our parent education programs strengthen and educate parents so they are better able to facilitate the development of caring, competent, and healthy children. Our model combines four core strategies including prevention and early intervention, empowerment and strengthening, development of supportive social networks, and promotion of broad community change.

AmeriCorps members will work to strengthen families and communities by recruiting and retaining families for the program, distribute information to residents of the James Cayce Homes in East Nashville and Napier/Sudekum community in South Nashville for the agency and for the Tied Together program, respond to and refer appropriately based on the parent's request/worker's basic assessment, maintain up-to-date progress notes, provide educational information through the home visitation model interact with families in a professional manner and enter data into the ETO system.

Service hours are Monday-Friday, 8am-5pm.

Family Resource Navigator (1 position available)

The Resource Navigator will work alongside the Family Support team's clinical staff to build trust with community members, refer community members to relevant MOBC programs, recruit community

members to participate in MOBC initiatives and collect data to tell the story of MOBC's community impact.

The primary roles and responsibilities of this position are:

- Conduct a holistic intake with clients including a needs assessment.
- Research all resources and services provided by MOBC by meeting with program heads and attending regular program meetings. Use research to improve collaboration between programs.
- Provide clients with an orientation to services offered by the Martha O'Bryan Center. Work with Community Empowerment Specialist to develop an informational PowerPoint/tour/video that summarizes mission and services of MOBC.
- Make referrals to relevant programs based on assessment. Work with Data & Analytics specialist to develop a sustainable referral process.
- Work with FRC Director to create a weekly + monthly events board in the lobby. Recruit clients for events.
- Create and implement a digital strategy to engage community residents in MOBC events/services via social media.
- Work with Data & Analytics Specialist to continuously improve & refine the intake process to ensure collection of relevant data.
- Work with Community Empowerment Specialist to provide updates to clients regarding Envision Cayce progress & involvement. (should be part of the orientation work product)

Service hours are Monday-Friday, 8am-5pm.

Food Security and Nutrition Education Specialist (1 position available)

The Food Security and Nutrition Specialist (FSNS) is a new, innovative position at the Martha O'Bryan Center (MOBC) created with the intention of expanding the breadth and depth of services offered by MOBC's Food Security program. The goal of the Food Security program is to empower healthy families and individuals, many of whom live in "food deserts," by providing healthy food, nutrition education, and emergency assistance as an integrated part of family resources provided by the center.

The Martha O'Bryan Center is seeking a passionate food & nutrition advocate to lead the following projects in the food bank:

- The FSNS will assist the Food Security Coordinator with operating the Food Bank, which includes stocking, building relationships with Food Bank patrons, and volunteer engagement.
- The FSNS will work with the Food Security Coordinator to create and implement a sustainable system of supply chain management for more efficient ordering and distribution of food in the food bank.
- The FSNS will work to improve marketing of programs & services offered by the center via strategic outreach in the food bank.
- The FSNS will offer pop-up nutrition classes to help families using the foodbank to utilize regular donations of fresh produce delivered to the center.
- The FSNS will develop new partnerships with local farmers, CSA's, farmer's markets and other food justice organizations to increase the capacity of the Food Security program to serve the community.
- Cayce Place homes is in the process of a groundbreaking mixed-income redevelopment and the center is in the process of re-envisioning the service delivery model of the Food Security program. The FSNS will conduct a research project on Food Security efforts in other mixed-income developments to help develop a strategic plan for the Food Security program moving forward.

Service hours are Monday-Friday, 8am-5pm.

High School Education Specialist (9 positions available)

High School Education Specialists support our Academic Student Unions (ASUs): College Zone at Maplewood High and Top Floor at Stratford High School. The ASUs are innovative enrichment programs that offer high school students academic and social-emotional support during both out-of-school time programming and in-school interventions. AmeriCorps members will provide students with academic

and/or senior case management and college access support that helps provide students with the skills and habits necessary to graduate from high school and persist onto post-secondary education. Members will provide individualized tutoring and social support for youth, and work to strengthen the relationship between school, child, and parent. Members will engage in parent outreach as well as planning and implementing community service activities with teens and families.

Essential duties and responsibilities include:

- Assist leadership team in curriculum development and implementation
- Coordinate with Site Coordinator on student recruitment and engagement strategies
- Builds relationships with a small cohort of students
- Provides hands-on academic assistance to students daily
- Provides complementary homework help and foundational support daily
- Helps each student achieve success by encouraging students to reach individual goals
- Provides enrichment activities for students based on member's individual gifts and talents
- Sustain effective partnerships with community organizations
- Collect and utilize data to inform programming, employing ETO database

Service hours are Monday - Friday, 10am-7pm.

K8 Youth Education Specialist (6 positions available)

The Martha O'Bryan Center youth development program for elementary and middle school students is designed to support the whole child –academically, socially, and emotionally. In addition to this support, students develop their interests and passions through the arts, recreation, and experiential learning opportunities in Nashville and beyond. Americorps members will learn the inner workings of running a successful academic intervention program and will be presented with the opportunity to take ownership and leadership in various roles according to their interests. Specific opportunities for leadership have included technology assistance, media & marketing, community outreach and social-emotional curriculum design.

Essential duties and responsibilities include:

- Support the Site Coordinator in curriculum development
- Preparation for guided reading lessons and planning for afterschool activities such as tutoring, homework help, enrichment and service learning projects
- Review and reflect on anecdotal observations of students' key experiences and designing academic interventions to address individual student needs
- Assist Site Coordinator in entering pertinent data in tracking system
- Attend staff and partner meetings
- Conduct academic assessments 2-3 times per year
- Prepare parent activities designed to help them be more active and engaged in the afterschool program

Service hours are Monday - Friday, 10am-7pm.

Kindergarten Behavioral Support Specialist (1 position available)

At Explore! Community School we always begin with our mission: to foster the independence, critical thinking, and creativity of a diverse community of learners so they are fully prepared to become confident, conscientious leaders who change the world. Explore! opened with a kindergarten class in 2015 and is growing one grade per year until K-8. During the 2018-2019 school year we will be a K-3 school. We are currently seeking a Behavioral Support Specialist who will provide an inspiring, joyful, and challenging education by engaging all students in meaningful, authentic learning experiences that lead them to master core academic content while developing the character and social skills that will equip them to become the innovative future leaders of Nashville.

We are excited to offer the opportunity to serve as an AmeriCorps member in our cutting edge, project-based learning community. The Behavioral Support Specialist (BSS) has four primary responsibilities:

1. Provide proactive and responsive social-emotional encouragement to Kindergarteners (40%)
2. Joyful, responsive engagement with parents and families (10%)
3. Prepare healthy meals for students (20%)
4. Provide operational and logistical support to Explore! school (30%)

Service hours are Monday – Friday, 7:45am – 3:45pm.

THE MARTHA O'BRYAN CENTER IS AN EQUAL OPPORTUNITY EMPLOYER