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| Position Title  | Employment Readiness & Fund Development Assistant |
| Organization | **St. Leonard’s Ministries** |
| Department | **Michael Barlow Center for Education & Employment; Development** |
| Address | **2100 W. Warren Blvd** |
| Supervisor Name  | **Lynne Cunningham & Alexis Cuozzo** |
| Supervisor Contact  | **mbcdir@slministries.org** **or 312-894-7977****alexis.cuozzo@slministries.org** **or 312-780-3194** |

**TERMS OF EMPLOYMENT**

1. **BACKGROUND CHECKS: This position requires the following background checks.**
	1. **N/A**
2. **ELIGIBILITY**
	1. **Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2018.**
	2. **Submit written enrollment verification from their college or university confirming the student’s enrollment status to Campus Compact.**
3. **WORK SCHEDULE & CONDITIONS**
	1. **This full time (35 hours per week) position.**
	2. **This position is not eligible for sick, vacation, and holiday leave during employment.**
4. **BENEFITS**
	1. **SALARY. The individual shall receive a $3,000-3,500 salary (depending on location) distributed bi-weekly in equal amounts for the duration of employment.**
	2. **PROFESSIONAL DEVELOPMENT. Campus Compact will provide an in-person orientation and three professional development opportunities to the employee.**
	3. **Breakfast, lunch and dinner available free of charge at the campus cafeteria**
	4. **St. Leonard’s Ministries is a small organization, which will offer the Development & Communications Assistant the opportunity to work with staff across all levels of seniority, from the Executive Director to the program participants.**
	5. **The student employee will have access to ongoing mentorship from the Development Department at St. Leonard’s.**
	6. **The student employee will participate in internal agency meetings, meetings with external professionals St. Leonard’s is working with, and attend relevant trainings.**
5. **EVALUATIONS**
	1. **The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.**

**RESPONSIBILITIES**

1. **POSITION PURPOSE**
	1. **St. Leonard’s Ministries is seeking a student employee to join our team who is passionate about social justice issues and interested in developing the skills to provide job readiness and adult education services to the formerly incarcerated men and women we serve. Additionally, the student employee will work with the Development team to develop fundraising and communications initiatives that integrate what they have learned from working with participants at the Barlow Center.**
	2. **The student employee will assist the Barlow Center team to conduct client orientation sessions, instruct job readiness courses, provide one-on-one computer lab assistance and tutoring, assist participants with job search planning/preparation, and outcomes data tracking/reporting. This work is instrumental in helping formerly incarcerated participants feel confident and prepared to obtain competitive, unsubsidized employment.**
	3. **The student employee will assist the Development Department to raise funds that enable St. Leonard’s to continue to provide education and employment services to men and women exiting the Illinois prison system.**
	4. **The student employee will contribute to the design and execution of a communications plan that brings a human face to the issue of mass incarceration and reentry services, encouraging people to see this work as vital to the community’s wellbeing.**
	5. **Anticipated student employee outcomes: Learn about the fields of reentry and social justice, provide high quality job readiness training to participant population, obtain funding for St. Leonard’s to support men and women reentering society, and exhibit a humanizing image of formerly incarcerated community members to the greater public through digital media platforms, inspiring acceptance and understanding in the Chicago community. These activities keep St. Leonard’s a thriving nonprofit agency.**
2. **DUTIES**
	1. **Become oriented to the work of the Barlow Center by shadowing staff as they provide coaching/counseling sessions, facilitate small groups.**
	2. **Assist in the delivery of sections of the pre-employment program, Road to Success**
	3. **Work with participants on completing online job applications, uploading documents online, and resume and cover letter construction.**
	4. **Assist staff and volunteers who are providing tutoring in basic literacy**
	5. **Tutor participants in digital and reading/math literacy topics**
	6. **Input data regarding participant and program outcomes**
	7. **Write letters of inquiry, grant proposals, and grant reports for the Barlow Center**
	8. **Interview program participants and write exposés to share in print publications and on digital media platforms; Film/photograph participants for exposés**
	9. **Maintain and post regular content on St. Leonard’s Facebook, Instagram, and Twitter accounts; Write and post content on St. Leonard’s website; Write press releases and additional marketing materials upon request**
3. **COMMUNITY IMPACT**
	1. **Education and employment opportunities are essential to ensuring formerly incarcerated individuals are able to successfully create new lives for themselves. The Barlow Center provides such pathways to economic self-sufficiency. The intern will have the opportunity to directly participate in individuals’ journey to increase their educational level and obtain employment.**
	2. **The student employee will record and share the stories of St. Leonard’s participants with the broader Chicago and Illinois communities. By publicly sharing a relatable face and story, community members can learn that people who have experienced incarceration are not “bad” or “criminals”, but fellow community members who need support. The student intern will help us to promote a narrative of second chances and intrinsic human value across Chicago.**
	3. **The student employee will play an important role in helping participants to share their stories and grow their self-esteem.**
	4. **St. Leonard’s looks to grow in the near future; the support of the student intern will help us to share the impacts and outcomes of our evidence-based, best-practices agency to the larger Chicago and Illinois communities.**
	5. **The student employee will help raise funds for the Barlow Center through grant writing, which will enable the Center to remain a valuable, well-utilized resource in the community.**

**QUALIFICATIONS**

* **Interest in social justice and enthusiasm to work with individuals with criminal backgrounds.**
* **Experience serving marginalized populations.**
* **Strong writing skills and keen attention to detail.**
* **Strong understanding of social media platforms and experience posting content to Facebook, Twitter, and Instagram.**
* **Experience with Microsoft Suite applications and Adobe Suite applications.**

**LEARNING OBJECTIVES**

1. **CAREER DEVELOPMENT**
	1. **This employment experience will enable the student employee to observe and become intimately involved in various aspects of day-today nonprofit management functions, including fundraising, fiscal responsibility, program management and development, and data outcomes evaluation**
	2. **Develop an understanding of the challenges that those individuals with criminal backgrounds face as they re-enter society**
	3. **They will learn to strategically manage digital content for social justice nonprofit agency**
	4. **Project management and collaboration across agency departments**
	5. **Learn to write effective grant proposals for human services nonprofit organizations**
2. **SKILL DEVELOPMENT**
	1. **Develop a basic understanding and be able to demonstrate basic principles of adult education processes regarding digital, reading, and math literacy.**
	2. **Develop and practice their personal style of coaching and small group presentation**
	3. **Develop and practice their skills in public speaking, time management, and project management**
	4. **Grant writing**
	5. **Research**
	6. **Program outcomes evaluation**
	7. **Working as a team across departments**
	8. **Communications/Marketing writing**
3. **PERSONAL GROWTH AND DEVELOPMENT**
	1. **This employment experience will provide the student with opportunities to grow their critical thinking and problem solving skills, learn to write strategically for specific audiences, and communicate about social service recipients with respect and dignity.**
	2. **At St. Leonard’s the student employee will learn about the interconnectedness of poverty, incarceration, mental health, substance use, educational attainment, employment access, and more.**
	3. **The student intern will be equipped to enter future internships or job with confidence and high self-esteem knowing they were able to make a large impact at St. Leonard’s.**

**SIGNATURE (this will be signed at the point of employment with the student)**

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|  | Alexis Cuozzo |
| **Employee Name** | **Supervisor Name** |
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| **Employee Signature** | **Supervisor Signature** |
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| **Signature Date** | **Signature Date** |