



Every
Neighborhood
Partnership

JOB DESCRIPTION/Literacy Mentor Coordinator

- Hired in conjunction with [Americorps VIP](#)

DESCRIPTION: Assist and Support ENP Literacy Mentor Program

- o Support Literacy Mentor Director, Read Fresno Coordinator, and volunteers at various school sites. 35 hours/week
- o Flexibility and availability is vital
- o Must be available weekdays 8am-4pm (some occasional nights and weekends)
- o Bilingual (Spanish) a plus

GENERAL RESPONSIBILITIES INCLUDE

Program Coordination & Support

- Coordinate new volunteers and track their onboarding process
- Assist with initial on-campus or online training/placement of volunteers
- Check in with and coach existing volunteers
- Assist with planning and logistics for special events
- Restock supplies at various school or afterschool sites as needed
- Create/print/assemble materials for kits/orientations/recruitment
- Assist with assessments and data collection

REQUIREMENTS

- Preferred background in program support and coordination
- Computer skills: Proficient in the use of Mac Pages, Google Drive applications, Microsoft Teams, and Canva
- Use of personal vehicle for travel to school sites throughout Fresno/Clovis
- Organized, flexible, able to multitask and work well with others
- Passion for literacy/heart to serve
- Good communication and relational skills

ABOUT EVERY NEIGHBORHOOD PARTNERSHIP - everyneighborhood.org

MISSION

To connect churches and other community partners with elementary schools, and equip them to serve through their active presence in every neighborhood.

VISION

To see our city holistically engaged, so our schools are supported, children excel, families are healthy and whole, and our communities thrive.

HISTORY

September of 2002, a group of city leaders connected a few churches with elementary schools in central Fresno. The primary purpose was to provide an outlet where the students at these schools could interact with positive role models during the weekend. It also provided an opportunity for volunteers from these churches to build relationships with the students.

As volunteers spent more time in these communities they became aware of two specific issues. First, the test scores of the students were consistently in the bottom end of all the elementary schools in Fresno Unified. Second, the percentage of the families living at or below the poverty line was higher than most communities in the city.

What started out as a small sports program evolved into a ministry that addressed these issues, including literacy, mentoring and community outreach events. Volunteers from the church became more connected to the neighborhood while discovering many opportunities to be involved in the lives of the community. Other churches began asking about these partnerships and how they might do something similar. Every Neighborhood Partnership (ENP) was formed in January 2008 with a desire to see ministries like these replicated throughout the city.

INTERVIEW PROCESS

1. Submit Cover Letter and Resume to Jerry Salas jsalas@handsoncentralcal.org AND Register at <https://my.americorps.gov/mp/login.do>
Type of program: State/National
State: CA
Program name: VIP
Position: HandsOn Central California VIP Fellow
2. Initial Phone Call
3. Interview w/ ENP Staff and Supporters

CONTACT

<i>Americorps</i> Jerry Salas jsalas@handsoncentralcal.org	<i>Every Neighborhood Partnership</i> Jenessa Hefler jenessa@everyneighborhood.org
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