



Rural Alaska Community Action Program, Inc.

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TO: Rural Community Organization and Council Leaders
DATE: December 30, 2014
RE: **35 AmeriCorps Positions Open for 2015 –**
APPLICATIONS OPEN UNTIL FILLED (RAVEN and BIRCH)

Dear Community Leader:

The Rural Alaska Community Action Program, Inc. (RurAL CAP) is pleased to announce 35 AmeriCorps Member openings for full-time, one-year service positions based in rural Alaska, to start in January, 2015. The AmeriCorps programs bring benefits to the community and AmeriCorps Members receive training, a monthly living allowance of approximately \$1,200, and an education award of \$5,550 following their year of service.

RAVEN (Rural Alaska Village Environmental Network)	BIRCH (Building Initiatives in Rural Community Health)
AmeriCorps 5 positions available	AmeriCorps 5 positions available
AmeriCorps Members improve the environment and solid waste management by coordinating recycling, backhauling, energy conservation, youth leadership and environmental education activities.	AmeriCorps Members engage youth ages 12-18 in positive, skill-building activities that promote wellness, strengthen culture and prevent suicide, tobacco and other substance use.

AmeriCorps Program Information:

AmeriCorps engages more than 80,000 Americans each year in service to their nation and community at nonprofits, schools, public agencies, and other community and faith-based groups across the country. AmeriCorps members respond to local needs and make a difference in improving lives and local conditions through hands-on service and capacity-building activities. By serving their country and community in this way, AmeriCorps members are neither considered staff nor volunteers, but national service “members” provided with training, a modest monthly living allowance and financial support for their education. RurAL CAP and supporting partners have been providing opportunities for rural communities and Alaskans to benefit from AmeriCorps for 20 years.

RurAL CAP’s RAVEN and BIRCH AmeriCorps Members are recruited locally from their communities by a sponsoring host organization such as a tribal or city council, local school, community school, local health clinic, or regional or other local entity. Selected individuals will receive training from RurAL CAP and serve full-time for one year, based at their sponsoring host organization. Supervised by a locally-identified Site Supervisor, AmeriCorps members will work with community residents to determine village priorities and develop and implement projects designed to address local issues.

Detailed information on RAVEN and BIRCH AmeriCorps program goals, possible activities and member benefits can be found in the attached RAVEN and BIRCH program descriptions.

AmeriCorps Host Organization – How to Apply:

1. **Recruit AmeriCorps Member Candidates** – Please use the enclosed posters and program information to recruit AmeriCorps applicants in your community. Communities must have at least one AmeriCorps applicant to be considered – and are encouraged to have more than one, if possible. Each candidate must complete an AmeriCorps member application. The host organization may assist RurAL CAP in selecting the AmeriCorps member to serve their community, when there is more than one candidate. People experiencing a disability are encouraged to apply.
2. **Complete Host Organization Application** – As part of the application, host organizations are required to:
 - Designate a Site Supervisor for the AmeriCorps member who is a staff member within the host organization. See “*AmeriCorps Site Supervisor Roles & Responsibilities.*”
 - Develop a Service Description for the RAVEN and BIRCH member based on community needs and the initiatives.
 - Identify and provide office space and access to a computer and phone. See *sheet on host organization requirements*.
3. **Resolution or Letters of Support**--The host organization should show support for the program through a resolution or letters of support from tribal or city councils, schools, Behavioral Health Aides and other partners such as regional health providers or community agencies. *Request a sample, if needed.*
4. **Submit Host Organization and AmeriCorps Member Applications by Deadlines Below** – These applications should include any attachments, such as resolutions, letters of support or resumes. The application materials should be submitted together and may be mailed, faxed or e-mailed, postmarked by the deadlines below, and addressed to the below contacts.

AmeriCorps Application Information – Return Application to the Program Contact by either:

Email: Select email below; or Mail: 731 East 8th Avenue, Anchorage, AK 99501

Fax: 1-800-478-6343 (ATTN: Select Program Contact name below)

	RAVEN	BIRCH
Application Deadlines	Open Until Filled	Open Until Filled
RurAL CAP Program Contact	Charlie Ess RAVEN Program Coordinator 907-865-7355 cess@ruralcap.com	Sonia Vent BIRCH Program Coordinator 907-865-7399 svent@ruralcap.com

Host Organization and Member Selection Process

1. **Application review** - RurAL CAP will review applications in November. Both the host organization, Site Supervisor and AmeriCorps member candidates will be weighed individually and together before making a decision to interview a member.
2. **Telephone interview** – Interviews conducted in November and December (RAVEN and BIRCH) and will include both the Site Supervisor applicant and the AmeriCorps applicant. Each party is expected to be well prepared with ideas and plans for the year of service with at least three specific and detailed projects.

The interview will be performed by a selection team at RurAL CAP. Decisions will be made by December and new members will start their year of service in January, 2015.

Enclosed in this packet are the following materials. Please make copies for your community, and share with interested AmeriCorps member applicants:

1. RAVEN and BIRCH Program Information
2. Site Supervisor Roles and Responsibilities
3. Host Organization Recruitment Checklist
4. AmeriCorps Recruitment Teleconference Flyer
5. Application Checklist
6. Host Organization Application
7. AmeriCorps Member Application
8. AmeriCorps Recruitment Flyer
9. AmeriCorps Recruitment Poster

The RurAL CAP AmeriCorps Program is grateful for the partnerships that make this opportunity possible - the Corporation for National and Community Service, Serve Alaska, the State of Alaska, Departments of Commerce, Community and Economic Development and Health and Social Services (Tobacco Prevention and Control) and the USDA Rural Development Solid Waste Program.

Thank you for your interest in AmeriCorps, and please do not hesitate to call directly or email RurAL CAP staff members/contacts listed above with questions.

-- the RurAL CAP AmeriCorps Team