

Lutheran Family Services AmeriCorps Position Description

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| Host Site: Asian Community & Cultural Center | Location: Lincoln |
| Position Title: Fusion Project | Effective Date: September 2010 |
| Paygrade: AmeriCorps Half Time | Appointed by: AmeriCorps Supervisor |

LFS Mission Statement: Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values: Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

Position Purpose: Work to sustain the Fusion Project and assist in achieving program objectives.

- Essential Position Duties:**
- Attend and successfully complete all required training programs, staff meetings and complete all related assignments in a timely manner
 - Act as a representative of the ACCC in public forums in a positive, knowledgeable and professional manner
 - Provide accurate and timely reporting of work performed and outcomes in the form of database management and monthly reports
 - Outreach to the refugee and immigrant community to increase program participation for all programs and to increase efficiency of services provided to the community
 - Involvement in event planning, newsletter writing, research, and community outreach designed to assist the Fusion Project- Ethnic Self-help program for Refugees.
 - Assist the Fusion Project staff in the development of a Welcome Center and Legal Assistance Center through research, community outreach and capacity building.
 - Assist clients with accessing human service agencies and other community resources for refugee and immigrant populations.
 - Perform related duties as required.

- Position Requirements:**
- One year commitment to the Fusion Project
 - Knowledge of principles, techniques, tools and media used in promoting good public relations
 - Experience in a professional environment
 - Ability to work independently and demonstrate team building, problem solving, time management, stress management and decision making skills
 - Must possess great communication skills including effective verbal, written, and listening skills and the ability to make presentations
 - Excellent organizational and leadership skill including the ability to maintain effective working and community relationships
 - Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds
 - Must have good computer skills and be proficient in Microsoft Word, Excel, Access, PowerPoint, Internet and email.
 - 17 years of age or older
 - High School Diploma/GED
 - U.S. Citizen or Legal Permanent Resident

Criminal history, child abuse registry, adult abuse registry, sex offenders registry, Department of Motor Vehicles records checks will all be completed prior to offer of enrollment.

Hiring Manager Signature _____ Date _____

Member Signature _____ Date _____

Director Human Resources _____ Date _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.