



Alumni and Partnerships Associate

Be a bridge to opportunities - join PUENTE in creating a brighter future for low-income families by disrupting inequity and injustice with the transformative power of high-quality education.

Position Description

This position is a one to three year joint project between AmeriCorps and PUENTE Learning Center. We are seeking candidates who are committed and passionate about doing good in an underserved community. This AmeriCorps VISTA member will build PUENTE's organizational capacity in the area of Alumni & Partnerships, ensuring that our alumni and partners are fully integrated into all programs and services. To accomplish this goal, the PUENTE VISTA member will engage in researching and listing successful alumni-tracking systems, creating an alumni database, developing and launching alumni communication and engagement strategy, and developing strategy to assess partnership availability and fit.

Responsibilities

- Research and establish a knowledge base of program development.
- Meet with staff and conduct interviews and observations of PUENTE programs and events.
- Identify and document programs' current strengths and challenges.
- Compile a list of types of communication for Preschool, Charter Elementary School, College and Career Program, and Adult Programs.
- Identify pros and cons of current modes of communication with alumni
- Research and develop list of successful alumni-tracking systems and list of nonprofit organizations and schools demonstrating best practices.
- Make recommendations for a database for PUENTE alumni across programs for the past four years based on results of best alumni-tracking system.
- Identify gaps in services and under-utilized resources to expand partnerships with nonprofit and for-profit entities.
- Develop and implement strategy to review strategic plan, community assessments, and goals for expanding services.
- Research local organizations providing social services and workforce development services.
- Develop training presentations on findings to be delivered to Leadership Team.



Why PUENTE?

PUENTE Learning Center is located in the historic immigrant community of Boyle Heights in Los Angeles. Our 37-year presence in this neighborhood, and our multi-generational approach to educating the whole family has helped over 120,000 community members. We believe access to an excellent education is the gateway to opportunity and strive to deliver the highest quality education for student achievement through innovation and continuous self-improvement in our teaching and service delivery. We believe that schools, families, and community members are essential to quality education and student success and that education should prioritize the needs of underserved students to foster equity for those most impacted by systemic racial and economic injustice. If this resonates with what you are looking for we invite you to apply!

We want collaborative, pro-active, motivated, and positive people to join our team.

Why AmeriCorps?

This is a full-time position with a biweekly stipend amount of \$1,117.06 or \$29,043.56 annual wage effective July 2, 2023. With AmeriCorps, one year of service qualifies you for an education award of \$6,895.00 or a cash stipend of \$1,800.00. Additional benefits include 10 paid medical and 10 paid personal days.

Members may be eligible for student loan forbearance and child care assistance during the year of service and receive non-competitive eligibility when applying for a federal job after one year of service. The many professional development opportunities offered will help members grow into a future career.

Eligibility

College Degree
US citizens or legal residents
Clearance on a background check
Bilingual (Spanish) preferred

To learn more about the AmeriCorps Vista Program [click here](#).