



**Jesuit Volunteer Corps Northwest  
AmeriCorps Program Assistant  
Job Announcement**

JESUIT VOLUNTEER CORPS (JVC) NORTHWEST, Portland, OR, is hiring a fulltime, 40 hours/week AmeriCorps Program Assistant (AmeriCorps Asst) to begin in early April. This person will support the AmeriCorps Program Manager with duties related to the smooth administration of the JVC Northwest AmeriCorps program of 142 members, living in 24 communities in Alaska, Idaho, Montana, Oregon, and Washington. This position provides a great opportunity for individuals who want to gain experience in contributing to a successful national service program. The AmeriCorps Program Assistant will take a lead role in ensuring quality data collection and member file maintenance as well as promoting AmeriCorps identity among JV AmeriCorps members and partner sites through strong use of social media. We are seeking a person who communicates effectively with diverse populations; demonstrates ability to work with many details and maintain a system of quality control; is proficient in Microsoft Word, Excel, Access and Outlook (required), Wordpress, and Constant Contact (a plus); is able to work independently as well as in a collaborative team environment. Office experience of at least one year is desired. Former Jesuit Volunteer, AmeriCorps member or other national service participant preferred. High school diploma or GED required, degree preferred. Excellent work environment and benefits. JVC Northwest's generous benefits package includes full medical/dental/optical coverage for the employee, disability and life insurance, and an employer sponsored retirement plan. There are 12 paid holidays, 15 days of vacation, and retreat time.

To apply, email JVC Northwest at [info@jvcnorthwest.org](mailto:info@jvcnorthwest.org) with “**AmeriCorps Program Assistant**” in the subject line for job description and application information. Applications will be accepted through March 6, 2020 and on a rolling basis thereafter.

**Equity at JVC Northwest:** JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of a just and equitable Northwest region. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, and veteran status.



*JVC Northwest has been named by Oregon Business Magazine as one of Oregon's **100 Best Nonprofit Companies to Work for** (2009-2017) and **100 Best Green Companies** (2010-2017).*