



## PARTNER AGENCY APPLICATION GUIDELINES 2024-25

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## Application Process Overview

Agencies interested in having a JV/AmeriCorps member during the 2024-25 service year must submit the Partner Agency application by **MONDAY, NOVEMBER 13, 2023**.

New and Returning Partner Agencies can apply online: <https://jvcnorthwest.org/request-a-jesuit-volunteer/>

A complete application for both new and current Partner Agencies includes:

- Application form submitted online through Knack portal including organization, financial, program, and position information
- Complete, compliant, and specific Position Description (part of online application)

A Note to current Partner Agencies:

- Your agency must resolve any/all outstanding compliance issues relating to the current and recent past program years (2022-23 or 2023-24). Compliance includes having submitted all due payments, contracts, agreements, assessments, and participating in all mandatory webinars and meetings.
- If your agency is currently on a Discernment Year, you will be asked to comment on progress made on the goals outlined in your 2023-24 status letter in the application. If you do not know your agency's status please refer to your status letter or be in touch with your Program Coordinator to receive a copy.

## ORGANIZATIONAL PHILOSOPHIES

### Mission and Vision Statement

Jesuit Volunteer Corps Northwest responds to local community needs in the Northwest by recruiting, placing, and supporting volunteers who provide value-centered service grounded in the Jesuit Catholic tradition. Honoring the Divine at work in all things, we envision the Northwest as a sustainable region where all live in dignity, are treated justly and equitably, and actively contribute to their own empowerment and positive change in their communities.

### JVC Northwest Philosophy of Partnership

JVC Northwest invites partnership with organizations and communities that respond to local needs in the Northwest. Our partnership provides value-added service, capacity-building, and accompaniment to agencies, particularly those invested in deepening their diversity, equity, and inclusion lens and practices. Through their service, volunteers contribute to the mission of each of our partners. JVC Northwest and partner organizations share collective power in order to co-create structural and cultural change needed for true equity.

### JVC Northwest Philosophy of Service

JVC Northwest recruits, places, and supports individuals interested in engaging with a service that does justice. Led by the communities and individuals with whom they serve, volunteers utilize and build on their skills to address pressing social and ecological needs across Northwest locales. The JVC Northwest volunteer experience is grounded in the Ignatian tradition of praxis; while volunteers serve alongside and accompany communities, they also rigorously reflect on and analyze social structures and cultures that contribute to inequity in order to co-create a more just and equitable world. Intentional community, spiritual nourishment, and authentic relationships enrich the JVC Northwest volunteer experience. Our volunteers transform into lifelong agents of change within their spheres of influence where they continue to work for a just and equitable future.

## JVC NORTHWEST STAFF MEMBERS

The Program Coordinator (PC) team at JVC Northwest are those typically most equipped to support thinking through the contents of your application. If you are unsure of the Program Coordinator that supports your locale, see below. For technical assistance with your application (user access, glitches and errors, etc.) please reach out to Monica Glasscock, Programs Assistant, at [monica@jvcnorthwest.org](mailto:monica@jvcnorthwest.org). For any additional questions or organization/partnership wide questions, be in touch with Sarah Jones, Director of the JV Program, at [sjones@jvcnorthwest.org](mailto:sjones@jvcnorthwest.org).

### Program Coordinator Team

**JVC NORTHWEST PROGRAM COORDINATORS**

**ZAYNA ABUSADA  
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Ashland, Boise, Missoula,  
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## AMERICORPS PARTNERSHIP



JVC Northwest has received funding from AmeriCorps since 2010. The partnership lowers financial barriers for Jesuit Volunteers as well as subsidizes Partner Agencies' cost to host a Jesuit Volunteer. Due to this grant from the AmeriCorps, most Jesuit Volunteers are also AmeriCorps members. JV AmeriCorps members receive a living allowance for living expenses and after completing their term are eligible to receive an Education Award to put toward school loans or future education. For ease in reading, the term JV/AmeriCorps member is used throughout this document to refer to both JVs who are AmeriCorps members and JVs in Independent (non-AmeriCorps) placements.

Every three years, JVC Northwest competes for AmeriCorps funding as an intermediary between AmeriCorps and Partner Agencies. AmeriCorps considers Partner Agencies as consortium members and requires that JVC Northwest include specific information from Partner Agencies. To the extent possible, JVC Northwest collects that information as a part of the Partner Agency Application.

## THE ROLE OF A JESUIT VOLUNTEER (JV) /AMERICORPS MEMBERS

The Partner Agency Application must demonstrate how the JV/AmeriCorps member will meet critical and compelling needs in the local community and enhance the mission of your agency without displacing or replacing employees or volunteers. By providing accurate and detailed responses in the application the Partner Agency provides important information for JVC Northwest as we place JV/AmeriCorps members and provide documentation to AmeriCorps. Most JVC Northwest Partner Agencies qualify to be AmeriCorps operating sites. Partner Agencies where the JV/AmeriCorps member is engaged in certain activities such as advocacy and direct pastoral ministry do not qualify to be AmeriCorps operating sites. It is important that *all* Partner Agencies understand the AmeriCorps requirements and their ability to meet them. Read more about the types of issues our JV AmeriCorps address and Service Impact Areas below.

### Areas of Focus

JV/AmeriCorps members provide value-added service across many sectors. In our locales, we try to have a variety of areas of focus to attract qualified applicants to our accepted positions. These areas of focus include:

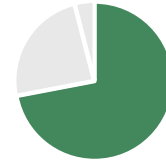
- ✓ Ability/Disability Resources
- ✓ Arts & Multimedia
- ✓ Community Organizing/Advocacy
- ✓ Criminal Justice/Incarceration
- ✓ Disaster Services
- ✓ Domestic Violence Intervention/Prevention
- ✓ Education (Community)
- ✓ Education (K-12 School)
- ✓ Environmental Stewardship
- ✓ Family Services/Abuse Prevention
- ✓ Financial Services
- ✓ Food and Hunger
- ✓ Health Services and Health Education
- ✓ Houselessness/Housing Services
- ✓ Legal Services
- ✓ End of Life Care
- ✓ Mental Health
- ✓ Pastoral Ministry
- ✓ Refugee and Immigrant Services
- ✓ Social Services
- ✓ Substance Addiction/ Recovery/Prevention
- ✓ Teen/At-Risk/Opportunity Youth Services
- ✓ Women's Shelter/Programs

## Service Impact Area



### AmeriCorps Capacity Building

Building capacity of Partner Agencies is JVC Northwest's primary service focus and an AmeriCorps program. Capacity building service impact is determined by increased effectiveness, efficiency and/or scale/reach within the organization. JV/AmeriCorps members serving via this impact area will complete one capacity building project that helps create sustainable, new, or enhanced systems and processes for Partners' programs. Partner agencies hosting JV/AmeriCorps members in capacity building will be required attend trainings and/or submit documentation to support performance measurement and program evaluation efforts. JVC Northwest is an AmeriCorps National Direct Grantee under the AmeriCorps State and National for this impact area.



Capacity Building positions are 72% of our portfolio.

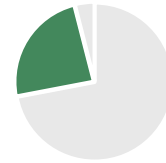
*Areas of service include:*

- Academic Support
- Activities/Day Space Coordination
- Case Coordination/Client Support
- Environmental Conservation or Restoration
- Legal Services
- Outreach
- Resource Navigation
- Volunteer Coordinator



### Public Health AmeriCorps

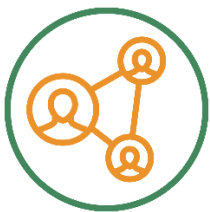
For the first time in 2022, JVC Northwest launched a Public Health AmeriCorps (PHA) program with the goal of improving access to medical care for Partner Agencies' clients through outreach, services navigation, and/or companionship service activities. While JVC Northwest is still developing tools to measure the service impact of this new program, we anticipate that JV/AmeriCorps members serving via this impact area will collect and submit anonymized client data monthly. JVC Northwest is a Public Health AmeriCorps grantee for this impact area.



Public Health AmeriCorps positions are 24% of our portfolio.

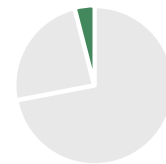
*Areas of service include:*

- Accompaniment/Companionship
- Outreach
- Resource Navigation



### Independent

Advocacy and ministry activities are integral to JVC Northwest's identity and core values. Unlike JVC Northwest's other service programs, the impact of JVs assessing community needs, conducting political advocacy, providing religious education, etc. is not measured at a service program level. In alignment with both AmeriCorps and the United States Council of Catholic Bishops, JVs do not proselytize, regardless of service program.



These positions are 4% of our portfolio.

*Areas of service include:*

- Advocacy
- Systems Change
- Faith-based service

## Prohibited Activities

**In accordance with JVC Northwest and AmeriCorps provisions, JV/AmeriCorps members are distinct from employees and volunteers. While serving at a Partner Agency, JV/AmeriCorps members are not eligible for these activities:**

- Ø JV AmeriCorps members cannot displace an employee or volunteer and/or duplicate services provided by employees of the Partner Agency; this prohibition includes substituting for absent staff and “covering shifts” or “covering the phones/front desk” normally filled by other staff.
- Ø The JV AmeriCorps member is not to be involved in administrative duties that are not specified in their JVC Northwest Position Description and that are not specifically in support of their direct service.
- Ø The JV AmeriCorps member may spend no more than 10% of their time fundraising. Allowable fundraising activities are limited to those that support their program activities and/or capacity-building on projects. JV AmeriCorps members are barred from seeking federal funds as a part of their service activities. Fundraising includes marketing for fundraising events, researching grant proposals, etc. For more information, see AmeriCorps regulations 45 CFR §§ 2520.40-.45.
- Ø If serving at an AmeriCorps placement site, JV/AmeriCorps members will not engage in Activities Prohibited or Un-Allowable by AmeriCorps, information about which is available [here](#).

## WRITING A COMPELLING AND COMPLIANT POSITION DESCRIPTION

What to Include:

### Clear and Unique Position Title

- Include the position title (subject to approval by JVC Northwest). Create a position title that is clearly distinct from staff, such as Coordinator, Educator, Specialist, or Project Coordinator. See below for what language is prohibited.

### Dynamic Brief Position Description

- Offer a dynamic and accurate “brief position description” that enables a JV/AmeriCorps applicant to understand the service entailed. This will appear on our website and can at times be a strong determining factor in the position’s popularity with applicants and eventually the best fit of an applicant for your role.

### Detailed Roles and Responsibilities

- The position description helps our JV applicants discern whether to join our program and accept a position within your agency. It’s important that the position description gives them a clear picture of the actual service responsibilities, including the amount of time spent engaged in direct service versus program development and planning.

### Required and Preferred Skills

- Assess the need for any specific Education Requirements, Certifications (Driver's License, CPR/AED, etc.), and Language Skills needed (other than English language proficiency). An accurate assessment in your application will assist JVC Northwest in matching qualified applicants. More required skills may mean fewer Applicants are eligible to be matched to your position(s).



## Language to Leave Out

### Prohibited Position Titles

- **Assistant:** JV/AmeriCorps members are required to serve in unique, capacity building roles not assisting other roles.
- **Advocate.** JV/AmeriCorps members are required to be engaged in non-partisan service, the term “advocate” even if your agency uses different definition for the term.
- **Manager/Director/Teacher:** JV/AmeriCorps members should be valued-added and in support and capacity building roles to full-time staff.

### "Work"

- JV/AmeriCorps members *serve* your organization, they do not “*work* on tasks, *work* with coworkers”, etc. Other suitable language could be: “JV daily tasks include monitoring emails” or “processing client intakes” and “collaborate with program staff” to name a few examples.
- It is ok to name previous work experience in the required or preferred qualifications to indicate previous experience.

## Schedule & Time Commitment

JV AmeriCorps members also live together in intentional communities of 3-8 JVs and commit to sharing life together. As a result. There are limitations to service hours including:

- Eight hours per day, five days per week, with two consecutive days off per week, one being Saturday or Sunday.
- Night/evening service (after 6:00 p.m.) should not exceed two nights per week
- No service day can be more than 18 hours and cannot serve overnight (e.g. overnight trips)
- Time away for JVC Northwest related service activities throughout the year (Orientation, Area Visits, Recruitment, Retreats, Virtual Monthly Gatherings, and time to connect with our staff during the service day)

## Skills & Abilities

You will be asked to specify skills and abilities your organization is looking for in a JV/AmeriCorps member in your application. Consider these skills and abilities in particular, as they can impact the number of qualified applicants that can be matched with your position, if accepted.



### Education Level

JVC Northwest does not have any educational requirement to serve within our program. You will be asked to assess if your organization has any education credential requirement and if so, at what level. You can also specify any particular areas of study that are required or preferred for the position. The highest level a partner agency can require is a Bachelor’s Degree.



### Personal Vehicle for Service

JV/AmeriCorps members are asked to not bring vehicles with them, any driving as part of position roles should primarily be done with an agency owned vehicle. Some partner agencies may not have an organizational vehicle available to complete service-related tasks and as a result, may require a JV/AmeriCorps member to bring a personal vehicle to serve in their position. If a JV/AmeriCorps member needs to provide a personal vehicle, the Partner Agency covers most costs for care of the vehicle. If you are applying for multiple positions that have a personal vehicle requirement, each JV/AmeriCorps member will be asked to bring a vehicle. *Note: Positions that require a personal vehicle can significantly limit the number of applicants eligible to be matched for your position.*



### Spanish Language Skills

Use the [Language Assessment developed by the U.S. Interagency Language Roundtable](#) to assess the skill level needed to complete service-related tasks (speaking, listening, and writing), if any. You can also list other or additional language skills and at what level that may be helpful for a JV/AmeriCorps member to have to better serve your organization. *Note: Positions that require a skill of Spanish 3, 4, or 5 on our assessment scale can significantly limit the number of applicants eligible to be matched for your position.*

## IDENTIFYING PARTNER AGENCY ROLES FOR YOUR APPLICATION

JVC Northwest asks all Partner Agencies to identify Partner Agency Contacts in four distinct areas. See below information to assist you in determining the appropriate staff person for each role. *Note: For smaller organization, one staff person may hold all or multiple roles.*

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Site Supervisor</b></p> <p>Serves as primary point of contact for JV/AmeriCorps member at Partner Agency</p> <p>Provides weekly One to One Supervisor of JV/AmeriCorps member</p> <p>Facilitates Onboarding and on-going professional development throughout service term</p> <p>Approves monthly timesheets (AmeriCorps positions only)</p> <p>Completes Initial Placement Assessment, Mid-Term, and End Term Evaluation along with JV/AmeriCorps member (AmeriCorps positions only)</p> <p><i>For Example: Team Lead or Program Manager</i></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Program Lead</b></p> <p>Oversees program or department in which the JV/AmeriCorps member serves</p> <p>Understands how JV/AmeriCorps role fits into larger program/department or organization wide context.</p> <p>Assists Site Supervisors with JV onboarding and professional development</p> <p><i>For Example: Director of Programs or Department Head</i></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Agency Head</b></p> <p>Primary decision maker for Partner Agency</p> <p>Ensures mission, vision, and values alignment between JVC Northwest and agency</p> <p>Understands role JV/AmeriCorps members as Capacity Builders</p> <p><i>For Example: Executive Director, President, Principal</i></p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Billing Contact</b></p> <p>Primary financial decision maker for Partner Agency</p> <p>Receives invoices from JVC Northwest and remits payment for placement fee</p> <p>Can provide information about audited financials</p> <p><i>For Example: CFO or Director of Finance</i></p>
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## **FINANCIAL COMMITMENTS TO JVC NORTHWEST**

The current 2023-24 service term is the second year of our three-year grant cycle for our Capacity Building and Public Health grants, funded by AmeriCorps. Each service year, regardless of timing in the grant cycle, the AmeriCorps partnership and funding is contingent upon the annual Federal Budget Appropriations Process.

Additionally, Partner Agencies pay for the JV/AmeriCorps members' transportation to their permanent residence or new residence at the end of the service year. If a Partner Agency is hosting a returning Jesuit Volunteer who is an Independent (non-AmeriCorps) member, they agree to provide a \$300 bonus for a JV serving a second year and a \$500 bonus for a JV serving a third year. Agencies pay this bonus directly to the JV. JVC Northwest cannot fully accept your agency as a partner site until a definite commitment is made to provide for the financial obligation.

### **Required Financial Information**

#### **For Current Partner Agencies**

*(Currently host at least one JV AmeriCorps member for the 2023-24 Service Term or an Alternate position)*

If you are a current/returning Partner Agency, you will be prompted to complete some financial information and confirm and update pre-loaded information, but will not be required to submit a Statement of Financial Position and Statement of Activities and/or Profit and Loss Statement if we already have previously audited financials.

#### **For New Partner Agencies**

*(Have never hosted or do not currently host at least one JV AmeriCorps member for the 2023-24 Service Term)*

JVC Northwest asks new Partner Agencies to submit a copy of their organization's most recent financial statements (i.e. Statement of Financial Position and Statement of Activities, also known as a Profit and Loss Statement). At a minimum, submit the final financial statements of your last fiscal year and, if possible, include your most recent audited financials. Audited financials are statements that have been prepared and certified by a Certified Public Accountant (auditor). In addition to these statements, please also enter the information for your Agency's Income, Expenses, and Change in NET Assets from your most recent financial statements.

## Appendix

### FREQUENTLY ASKED QUESTIONS

*When is the application deadline?*

All pieces of the Partner Agency Application must be saved and submitted in Knack (application portal) no later than Monday, November 13, 2023. We encourage early submission to ensure that we can help you troubleshoot any technical difficulties that may arise and allow you the time and space to gather the necessary information for a complete application.

*Is the application the same as last year (Fall 2022 application season)?*

Pretty similar! JVC Northwest is excited to be entering our fourth year with our portal-based system, Knack, for the 202-4-25 Program Year application. Each agency contact will have a user name and password when the application is live that can be used to access their application. Once you log on, you will be able to view the current agency information we have on file for your agency. Please review and update that information, as needed as well as input new information about your agency, program, and position. Programs within in the same agency will be able to view the same agency information and edits will be reflected amongst all programs. Additionally, you can add additional programs to one complete application for your agency.

*We are a current/returning Partner Agency, how can we add additional users for the portal?*

If you are a contact at a current Partner Agency (you currently host a JV/AmeriCorps member) or have hosted a JV/AmeriCorps member since 2020, but do not have a log in for the Knack portal, please email Monica Glasscock at [monica@jvcnorthwest.org](mailto:monica@jvcnorthwest.org) to set up your account.

*I know I have a Knack account, but I can't remember my password, can I get it reset?*

Absolutely! Please email Monica Glasscock at [monica@jvcnorthwest.org](mailto:monica@jvcnorthwest.org) to get your password reset.

*We are a new Partner Agency, how can we get user names and passwords to log on to the portal?*

If you are a new agency, please contact Monica Glasscock at [monica@jvcnorthwest.org](mailto:monica@jvcnorthwest.org) indicating an interest in completing a partner agency application. Please provide the full name of the agency as well as the names of any users who will need access to the system in order to complete the application. Please include the users' first name, last name, pronouns, and email address and the city/locale where you are located so you can get connected to the appropriate Program Coordinator based on your locale. *Note: New log in and accounts will not be issued after Monday, November 6 (one week prior to application closing date) so create and activate your account early.*

*Can I fill the application out in multiple sittings?*

Yes. When you are logged in to the portal, you can work on your agency, program, and position specific information. There is an option to save each tab within each portion of the application. However, partially completed tabs cannot be saved. Once your application is complete the entire application, you can submit it online. We have heard from users, that to avoid error messages, the tabs of the application should be completed in order left to right (Agency, Program(s), Position(s), Financials, Submission). We suggest reviewing the application within a week of its launch to review what is needed for a complete application and create an internal timeline to complete as some questions may require some information gathering.

*What happens when I select the "Submit" button at the end of the application?*

Please make sure your application is fully complete and that you are connected to the internet before hitting the "Submit" button. Once this button is clicked, your application will automatically be viewable to JVC Northwest. Our team will be notified that your application has been submitted and will begin reviewing it and be in touch if we have questions. Additionally, if you are an agency that has multiple programs applying for a position, please ensure all program-specific pieces are complete before submitting the full agency application and identify a designee at your agency to complete the final submission by the deadline. JVC Northwest is not able to consider unsubmitted applications.

*I accidentally submitted the application- but I don't have the full information completed- how can I get access to edit my application again?*

If you accidentally submit the form before the application is complete, please email [monica@jvcnorthwest.org](mailto:monica@jvcnorthwest.org) to notify our team and get your application reopened. Additionally, if you are an agency that has multiple programs applying for a

position, please ensure all program specific pieces are complete before submitting the full agency application and identify a designee at your agency to complete the final submission by the deadline. JVC Northwest is not able to consider unsubmitted applications.

*What if I am applying for multiple JV/AmeriCorps members?*

Partner agencies submit one agency application for multiple positions either within or across programs. Individual program information must be entered for each position, but one application will be submitted overall for each agency, regardless of number of JV/AmeriCorps positions applied for. **NOTE:** *We may not accept all of your requested JV/AmeriCorps positions. If you are applying for more than one JV/AmeriCorps member, please be in contact with your Program Coordinator to identify the priority of positions for your organization across all programs. JVC Northwest will consider this priority list in addition to positions we think we can recruit the most qualified and interested applicants for in our Matching process.*

*What position description should I submit as part of my application?*

For a full answer to this question, please read the Position Description Guidelines included in this document. We require all agencies to submit a detailed position description as part of their application. This helps us streamline our application process and ensure AmeriCorps compliance. Because we use your brief position description(s) as the basis for our web postings about your position(s), please use compelling language and write in complete sentences. If you have questions or are interested in receiving feedback about how to make your position description more compelling or compliant with our AmeriCorps requirements, please reach out to your Program Coordinator.

*When will we be notified if our position(s) has/have been accepted?*

We will notify all organizations that apply by the end of December 2023 via email. If accepted, you may be asked to edit or revise your position description in order for your position to be viewable to our JV applicants. The first priority deadline for 2024-25 JV application is December 4, 2023. Timely response to any position description edits ensures your position is viewable to our earliest of applicants.

*What information goes on the JVC Northwest website to advertise my position(s)?*

We use information including the brief position description, essential tasks, educational and driving requirements, preferences, mental/physical performing elements, and language needs on our website. This allows applicants to see at a glance if they are qualified and interested in service with your organization. Once matched to your position, the JV applicant will receive your full position description when considering an interview with your organization.

*If accepted, are we guaranteed to get a JV/AmeriCorps member?*

We try our best to only accept positions that we feel confident we will receive qualified applicants for through our JV Selection & Placement process. However, for the past several years, we have not received enough JV Applicants to fill all of our accepted positions. In 2022, we accepted more positions than we had capacity (bed spaces) for in select locales to increase the diversity of positions and attract more applicants. This was successful and our most full communities (most numbers of JVs serving based on capacity) are in these locales. As a result, we will expand our “over-acceptance” of positions from Partner Agencies to hopefully see an increased yield. Primarily, you will see fewer positions Alternated during our Partner Agency selection process, however, it could mean your position would be eligible for a Flex (non-residential) or less than full-time position if it goes unfilled during our residential Selection & Placement process.

*When will we be able to interview an applicant matched to our position?*

We will begin our matching process in mid-February 2023 and continue to match positions until all are filled, typically through mid to late June. Once an application is matched with your accepted position, you will receive their Resume, Supervisor Reference Form, and Mission/Mentor Reference Form, submitted as part of their application. You will have two weeks to conduct an interview with your matched applicant and determine if you’d like to extend an offer to the applicant. Once you have a mutual yes from the applicant, your position will be finalized for the service term. You may interview one or several applicants before finding that mutual yes.

## JVC NORTHWEST LANGUAGE SELF ASSESSMENT

We will ask JVs to assess their language abilities using this self-reporting instrument. Agencies are asked to use the same instrument to determine proficiency of language needed for JV/AmeriCorps member to serve in a position with their agency. Please use this assessment tool and then fill out the Language Requirement section on the application.

### *Instructions to JV applicants for taking and scoring the self-assessment:*

Please mark “yes” or “no”. To estimate your rating, start at a Level 1 and see how many times you answered “yes.” If you answered “yes” to each statement in the level, move on to the next level. If you answered “no” to one or more statements, then you are not at that level and can stop.

If you answered “yes” to all the statements at a level, but at the next level you have a mixture of “yes” and “no” answers, then you may be at a plus level. For example, if you answered “yes” to all the statements at Level 1, but have a mixture of responses at Level 2, you may be at Level 1+ in speaking, provided that you had more “yes” answers than “no” at Level 2.

Self-appraisal of speaking proficiency		Yes	No
Level 1	I can tell/ask someone how to get from here to a nearby hotel, restaurant or post office.		
	I can order a simple meal.		
	I can arrange for a hotel room or taxi ride.		
	I can buy a needed item such as a bus or train ticket, groceries, or clothing.		
	I can ask and answer simple questions about date and place of birth, nationality, marital status, occupation, etc.		
	I can make social introductions and use greeting and leave-taking expressions.		

Level 2	I can handle conversations about familiar topics in an organized way.	Yes	No
	I can produce speech with some organization on familiar topics that extend beyond my daily routine.		
	I can describe my present or most recent job activity in some detail.		
	I can give detailed information about my family, my house, and my community.		
	I can interview an employee, or arrange for special services (taking care of details such as salary, qualifications, hours, specific duties).		
	I can give a brief autobiography including immediate plans and hopes.		
	I feel confident that when I talk with native speakers on topics such as those mentioned above, they understand me most of the time.		
	I can take and give simple messages over the telephone, or leave a message on voice mail.		
	I can describe in detail a person or place that is very familiar to me.		
	I can report the facts of what I have seen recently on television news or read in the newspaper.		
	I can talk about a trip or some other every day event that happened in the recent past or that will happen soon.		

Level 3	I feel that I have a professional command, rather than just a practical one, of the language.	Yes	No
	There are few grammatical features of the language that I try to avoid.		
	I rarely find myself unable to finish a sentence because of linguistic limitations (grammar or vocabulary).		
	I find it easy to follow and contribute to a conversation among native speakers.		
	I can speak to a group of educated native speakers on a professional subject and be sure I am communicating what I want to, without obviously irritating them linguistically.		
	I can, on a special occasion, defend personal opinions about social and cultural topics.		
	I can cope with difficult situations such as broken-down plumbing, an undeserved traffic ticket, or a serious social or diplomatic blunder made by a colleague or me.		
	I can use the language to speculate at length about abstract topics such as how some change in history or the course of human events would have affected my life or civilization.		
	In professional discussions, my vocabulary is extensive and precise enough to enable me to convey my exact meaning.		
	I am able to adjust my speech to suit my audience, whether I am talking to university professors, close friends, employees, or others.		

Level 4	I consistently use the language in a sophisticated and nuanced way to effectively communicate with great precision.	Yes	No
	I practically never make a grammatical mistake.		
	I can carry out any job assignment as effectively as if in my native language.		
	I can effectively persuade someone to take a course of action in a sensitive situation such as to improve his/her health, reverse a decision, or establish a policy.		
	I can prepare and give a lecture at a professional meeting about my area of specialization and debate complex aspects with others.		
	I naturally integrate appropriate cultural and historical references in my speech.		
	I can eloquently represent a point of view other than my own.		
	I can lead the direction of the discussion (friendly, controversial, collaborative).		
Level 5	My language proficiency is functionally equivalent to that of a highly articulate, well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken.	Yes	No
	I can use the language with complete flexibility and intuition, so that speech on all levels is fully accepted by well-educated native speakers in all of its features, including breadth of vocabulary and idiom, colloquialisms, and pertinent cultural references.		
	My pronunciation is typically consistent with that of well-educated, highly articulate native speakers of a standard dialect.		
	My vocabulary is extensive and precise, allowing me to consistently convey complex ideas and details.		

*This language assessment was developed by the U.S. Interagency Language Roundtable.*

## PARTNER AGENCY APPLICATION TIMELINE 2024-25 SERVICE TERM

<b>October 4</b>	<b>Partner Agency Application available online</b>
<b>November 13</b>	<b>Application Deadline for Partner Agencies</b> All Partner Agency Application materials are to be received online by the JVC Northwest staff via Knack (online application platform).
<b>November-December</b>	<b>Agency Application Review, Clarification and Selection Process</b> JVC Northwest staff will begin following up with applicants regarding Position Descriptions and other application questions.
<b>Mid-December</b>	<b>Status Letters Emailed to Partner Agencies</b> Partner Agencies will be informed by email of their selection results, as well as whether the service placement qualifies as an AmeriCorps operational site and be invited to finalize their Position Description if more edits are needed.
<b>Mid-February to mid-June</b>	<b>JV/AmeriCorps member Screening and Placement Process</b> Starting in January, JVC Northwest staff screens prospective JV/AmeriCorps members for suitability to the JVC Northwest program. In mid- February through mid-June, Partner Agencies begin reviewing applicants for suitability for the JV/AmeriCorps member positions. More information about this process is available in our Partner Agency & Site Supervisor Handbook.
<b>May/June</b>	<b>Mandatory, Annual Site Supervisor Training Webinar</b> <b>AmeriCorps sites</b> return completed <b>Site Supervisor Contracts</b> to JVC Northwest
<b>July 1</b>	<b>Signed Site Supervisor Contracts, Placement Agreements, Memoranda of Understanding and Certificates of Liability Insurance</b> due to JVC Northwest
<b>August 5-10</b>	<b>JVC Northwest JV/AmeriCorps member Orientation</b> JVC Northwest Orientation (virtually or in person) is an opportunity for the JV/AmeriCorps members to prepare for their year, to learn more about JVC Northwest, and meet those with whom they will share their experience. JV/AmeriCorps members are not available for service-related tasks during this time period.
<b>August 10-13</b>	<b>JV/AmeriCorps members transition to locales</b> JV/AmeriCorps members travel from the JVC Northwest Orientation site to their locales. They settle into their new living situations and become oriented to the area. JV/AmeriCorps members are not available for service-related tasks during this time period.
<b>August 14</b>	<b>First day of service for all JV/AmeriCorps members</b> Site Supervisor should be prepared to welcome and orient their JV/AmeriCorps member.
<b>During the Year</b>	There are <b>up to five JVC Northwest retreats</b> (two regional retreats, one in-locale retreat, and two program-wide retreats for BIPOC (Black, Indigenous, People of Color) identified JVs) during the year, which the JV/AmeriCorps members are expected to attend and Virtual Monthly Gatherings. Specific information about each retreat and virtual gathering are provided seasonally and dates are set at the start of the program year.
<b>June 30/ July 31</b>	Last Day of Service for 2024-25 JV/AmeriCorps members. June 30 <sup>th</sup> for 11-month positions and July 31 for 12-month JV/AmeriCorps positions.