



PARTNER AGENCY APPLICATION GUIDELINES 2025-26

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Application Process Overview

Agencies interested in having a JV/AmeriCorps member during the 2025-26 service year must submit the Partner Agency application by **MONDAY, NOVEMBER 18, 2024**.

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 (2023-24 or 2024-25). 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 2024-25 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 JVC Northwest locale contact 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 Primary Point of Contact are JVC Northwest staff members who are typically most equipped to support thinking through the contents of your application. If you are unsure of the JVC Northwest staff member that supports your locale, see below.

Partner Agency Primary Point of Contact

Locales	Point of Contact
 Alaska: Anchorage, Bethel, Juneau, Sitka	Michael Farrell (he/him) JV Program Coordinator 971-353-6893 mfarell@jvcnorthwest.org
 Big Sky: Ashland, Boise, Missoula, Spokane, and St. Xavier	Zayna Abusada (she/her, they/them) JV Program Coordinator 971-353-6847 zabusada@jvcnorthwest.org
 Cascades: Oregon & Central Washington Bend, Portland, and Yakima	Anna Jurken (she/her) JV Program Coordinator 971-353-6997 ajurken@jvcnorthwest.org
 Cascades: Western Washington Seattle & Tacoma	Adrianna Perrien Naccarato (she/her) Assistant Director, JV Program 971-353-6889 anaccarato@jvcnorthwest.org
Additional JVC Northwest Staff Support	
 Technical assistance with your application (user access, glitches and errors, etc.)	Monica Glasscock (she/her, they/them) Program Coordinator for Communications & Operations 971-353-6795 monica@jvcnorthwest.org
 Any additional questions or organization/partnership-wide questions	Sarah Jones (she/her, they/them) Director of the JV Program 971-353-6895 sjones@jvcnorthwest.org

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.

Residential and Flex Programs

In the Spring of 2024, JVC Northwest launched a new AmeriCorps Program: JV Flex. For the 2025-26 Partner Agency Application, all full-time (at least 1700 hour) AmeriCorps eligible positions will be co-listed as part of our Residential and Flex (new non-residential) programs. As part of JV Flex, Partner agencies can also apply to host a part-time JV AmeriCorps member. These must be AmeriCorps compliant positions (more information below) and would need to ensure a JV AmeriCorps member would serve at least 900 hours (1/2 time) or 1200 hours (3/4 time) hours throughout the service term (September- July):

Position Elements	Residential Program	Flex (non) Residential Program
Full-time AmeriCorps Eligible Positions (at least 1700 hours)	✓	✓
Full-time Independent (non-AmeriCorps) Positions	✓	✗
Part-Time JV AmeriCorps Positions (1/2 time or ¾ time)	✗	✓
Minimum Age of Applicant by start of the service term	21 Years Old by August 1 st	18 Years Old by September 1 st

JV Flex is a way JVC Northwest is seeking to expand the pool of applicants who consider service with JVC Northwest while many of the service requirements that affect the service site remain relatively similar. Learn more about the Flex Program online here: <https://jvcnorthwest.org/flex/>.

Areas of Focus

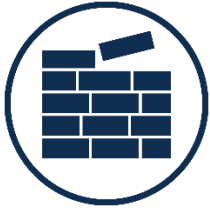
JV/AmeriCorps members provide value-added service across many sectors. In our locales, we try to have a variety of areas of focus to attract qualified applicants to our accepted positions. These areas of focus include:

✓ Ability/Disability Resources

✓ Arts & Multimedia

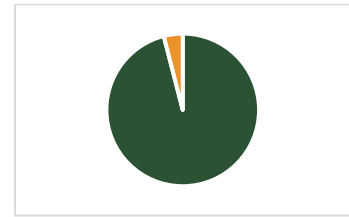
- ✓ Community Organizing/Advocacy
- ✓ Criminal Justice/Incarceration
- ✓ Disaster Services
- ✓ Domestic Violence Intervention/Prevention
- ✓ Education (Community)
- ✓ Education (K-12 School)
- ✓ Environmental Stewardship
- ✓ Family Services/Abuse Prevention
- ✓ Financial Services
- ✓ Food and Hunger
- ✓ 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 96% of our portfolio.

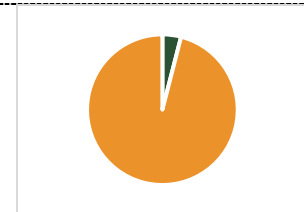
Areas of service include:

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



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. Flex (non-residential) members have virtual spaces with the JV cohort and often other have other commitments outside of their JV AmeriCorps member experience. This guidance covers both residential and flex positions, see notes where there may be adjustments for Part-Time Flex Positions. 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.
 - *For Part-Time Flex Positions:* The proposed schedule can be submitted for less than eight hours/five days per week, however the two consecutive days off per week, one being Saturday or Sunday must be accounted for.
- Night/evening service (after 6:00 p.m.) should not exceed two nights per week.
 - *For Full-Time Flex Positions:* As these positions are cross-listed for both Residential and Flex members, this guidance should be followed at this stage. Evening hours adjustments can be made for Flex AmeriCorps members once an applicant has been identified.
 - *For Part-Time Flex Positions (900 & 1200 Hours):* The proposed schedule can be submitted to include evening service beyond two nights per week.
- No service day can be more than 18 hours and JV/AmeriCorps members cannot serve overnight.
 - This includes overnight trips on behalf of the organization (chaperoning, team retreats, etc.).
- Time away for JVC Northwest-related service activities throughout the year:
 - Orientation, Area Visits, Recruitment Asks, Retreats, Virtual Mini-Retreats (first Thursday of the month 2-4 pm Pacific), and time to connect with our staff during the service day. A draft calendar of these activities will be shared with Partner Agencies with Application Status letters via email in December 2024. A finalized calendar is then provided with the Placement Agreement (late Spring 2025).

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 requirements to serve within our program. You will be asked to assess if your organization has any education credential requirements 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 (see Appendix) adapted from 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.*



FINANCIAL COMMITMENTS TO JVC NORTHWEST

The current 2024-25 service term is the third and final year of our three-year grant cycle for our AmeriCorps Capacity Building. Every three years, JVC Northwest applies for a new round of funding with AmeriCorps to support our JV Program. Our primary AmeriCorps application will be submitted in early January 2025, and we will be notified of the result in May 2025. Since 2009, we have successfully navigated the competitive process, which in turn has helped keep our partner agency fees as low as possible.

AmeriCorps funding represents around 40% of funding for our JV Program and is crucial to the current design of our program. AmeriCorps funding essentially allows us to recruit and support volunteers while keeping partner agency fees as affordable to you as possible. So, with both cautious optimism and anxious thoughts, every three years we wait for the result of our application. The next few months will be no different for us and, by extension, for you.

Additionally, Partner Agencies pay for the JV/AmeriCorps members' transportation to their permanent residence or new local 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 2024-25 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 2024-25 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 18, 2024. 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 2023 application season)?

Pretty similar! JVC Northwest is excited to be entering our fifth year with our portal-based system, Knack, for the 2025-26 Program Year application. Each agency contact will have a username 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 the same agency will be able to view the same agency information and edits will be reflected among 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 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 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 potential partner agency, please contact Monica Glasscock, Program Coordinator for Communications and Operations, to set up your organization's application, and Knack accounts for you and your team using this [linked form](#). In the linked form, you will need to provide the following details: Agency Name, Locale, Agency Phone Number, and Agency Website. You will also need to provide the names, emails, and appropriate role for each person(s). Not sure what roles to list? Review this [document](#) for descriptions of the agency roles. *Note: New login and accounts will not be issued after Monday, November 6 (a week and a half prior to the 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 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 the 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/Assistant Director 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/Assistant Director.

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 2024 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 2025-26 JV application is November 18, 2024. The same date that Partner Agency Applicants are due. Timely response to any position description edits ensures your position is viewable to our earliest 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.

What's the JV Flex Program and is there a separate application?

We are piloting a new program in the 2024-25 service term called JV Flex. JVC Northwest established the JV Flex program to create new equitable and accessible pathways for adults to gain experience in professional fields and serve as a JV AmeriCorps member. Flex JVs are AmeriCorps members recruited from within the locale where an agency is based to serve at your organization with flexible options of either full-time, ¾ time, or ½ time. All full-time AmeriCorps positions will also be cross-listed in both our residential and non-residential program. If you are open to a less than full-time AmeriCorps position (¾ or ½ time position), those will be eligible for Flex (non-residential) only.

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. Since 2022 we have 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. All full-time AmeriCorps positions will also be cross-

listed in both our residential and non-residential program. If you are open to a less than full-time AmeriCorps position (3/4 or 1/2 time position), those will be eligible for Flex (non-residential) only.

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

We will begin our matching process in mid-February 2025 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 one week 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

Instructions to JV Applications for taking and scoring the self-assessment:

Please use the form below to assess your Spanish language abilities. If you speak other languages, you will be able to list them at the bottom of this form. This information will be used to match you with potential placement sites. Please be accurate in your self-assessment and do not overstate your language proficiency. Please note, that some JVC and JVC Northwest partners require their volunteers to speak another language (typically Spanish) to effectively communicate at a placement site (i.e., interacting with clients or staff, preparing documents, etc.). If, based on your self-assessment, you are matched with an agency partner that has language requirements for their position, they will likely conduct a language assessment during your interview. If you can answer "yes" to all examples below, move on to the next level. If you answer "no" to one or more examples within a level, that indicates that you are likely not proficient at that level and you should instead self-assess at the highest level for which you can answer "yes" to all examples.

Level 1: Elementary Proficiency

Can form basic sentences, including asking and answering simple questions Reflects someone who has just begun to study a language. Examples include:

- 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: Limited Working Proficiency

Can handle basic work commands and social phrases. Can carry on limited casual conversations and discuss personal life. Can only operate independently in basic conversations: Examples Include:

- I can handle conversations about familiar topics in an organized way
- 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 everyday event that happened in the recent past or that will happen soon

Level 3: Professional Working Proficiency

Can make contributions to office meetings, have conversations with individuals at a placement site, and carry out most work functions. Can speak at a normal speed in the language with a fairly extensive vocabulary. May still have an accent and require help understanding subtle and nuanced phrasing. Examples include:

- I feel that I have a professional command, rather than just a practical one, of the language
- 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: Full Professional Proficiency

Can have advanced discussions on a wide range of topics about personal life, current events, and technical topics such as business and finance. May still have a minor accent and may occasionally misspeak or make minor mistakes. Can carry on conversations with ease with an extensive vocabulary. Examples include:

- I consistently use the language in a sophisticated and nuanced way to effectively communicate with great precision
- 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 other
- 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: Native/Bilingual Proficiency

Either raised speaking the language or completely fluent with little or no accent. Examples include:

- 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
- 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

PARTNER AGENCY APPLICATION TIMELINE 2025-26 SERVICE TERM

October 9	Partner Agency Application available online
November 18	Application Deadline for Partner Agencies All Partner Agency Application materials are to be received online by the JVC Northwest staff via Knack (online application platform).
November-December	Agency Application Review, Clarification and Selection Process JVC Northwest staff will begin following up with applicants regarding Position Descriptions and other application questions.
Mid-December	Status Letters Emailed to Partner Agencies 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.
Mid-February to mid-June	JV/AmeriCorps member Screening and Placement Process Starting in December, 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.
May/June	Mandatory, Annual Site Supervisor Training Webinar
July 1	Signed Site Supervisor Contracts, Placement Agreements, Memoranda of Understanding and Certificates of Liability Insurance due to JVC Northwest
Early August	JVC Northwest JV/AmeriCorps member Orientation 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.
Early August	JV/AmeriCorps members transition to locales 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.
Mid-August- Early September	First day of service for all JV/AmeriCorps members Site Supervisor should be prepared to welcome and orient their JV/AmeriCorps member. Residential JV AmeriCorps members begin their service in mid-August and JV Flex members begin their service shortly after Labor Day.
During the Year	There are up to five JVC Northwest retreats (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 Mini-Retreats. Specific information about each retreat and virtual gathering are provided seasonally and dates are set at the start of the program year.
June 30/ July 31	Last Day of Service for 2025-26 JV/AmeriCorps members. June 30 th for 11-month positions and July 31 for 12-month JV/AmeriCorps positions.