

## Community Champions Wanted for a Dedicated Year of Service!

Roger Williams Park Zoo ("RWPZ") is excited to host three **AmeriCorps VISTA full-time Community Outreach Associates** volunteering for Antioch University! AmeriCorps VISTA has an established reputation for creating opportunities for individuals to have a meaningful impact on their communities. These positions will focus on strengthening RWPZ's capacity to develop equitable initiatives in collaboration with Providence residents. This is an exciting, hands-on new community-based research project that will help strengthen RIZS' partnership with Providence neighborhoods by assisting Zoo staff with community engagement and relationship building to co-create programming within the community.

### Duties & Responsibilities:

In conjunction with RWPZ staff...

- Help coordinate methods that the Zoo can employ to engage residents in Providence neighborhoods
- Build relationships with community leaders, organizations, businesses, and schools in Providence neighborhoods
- Disseminate project information and address related questions and concerns from the communities in Providence neighborhoods
- Coordinate logistics and planning of Zoo-led community meetings with community organizations and leaders
- Assist with preparing presentations and informational documents for community outreach activities
- Assist with information collection during virtual meetings including notes on community input, observations, etc.
- Attend regular project meetings with Zoo staff
- Transcribe audio from recorded discussions on a tight schedule

### Successful candidates must:

- Commit to at least one year of service, prioritizing the co-design project, regardless of other obligations or responsibilities
- Have a passion for working with diverse teams of Zoo staff and neighborhood residents
- Be proactive in speaking regularly with organizations and community leaders at meetings (both in person and through video conferencing), email, and phone
- Be an efficient public speaker
- Understand that additional work or responsibilities, including part time jobs or classes, must be approved

- Be proficient in Google (docs, jam board, sheets, slides), MS Word, PowerPoint, and Excel for data collection and reporting purposes
- Have the ability to work independently, and as part of a small, cohesive team and, possibly remotely
- Have recent experience working with, or desire to have experience working with, diverse populations. We strongly encourage people of all colors, races, sexual orientations, genders, gender identities, sexual preferences, physical abilities, mental abilities, income levels, backgrounds and experiences apply.
- Have interest in learning more about workplace culture within the Zoo
- Have access to reliable transportation

**Desired qualifications:**

- Multilingual candidates, Spanish speaking, highly preferred;
- Residence in or familiarity with the city of Providence a plus;
- Some experience with community engagement, community organizing, educational programming, communications, or facilitation

**Service environment:**

- This position will be 30-40 hours per week, Monday-Friday with the ability to be available on weekends and evenings. Hours will vary based on project needs. Weekend meetings will be scheduled in advance.
- Hours may be adjusted to accommodate evening and weekend community engagement events.
- Participate in interdepartmental meetings particular to RWPZ's needs.
- Participate in weekly meetings with the core team (RWPZ, Antioch, AmeriCorps).
- Participate in weekly one on one meetings with the site supervisor or fellow.
- Participate in bi-weekly professional development sessions.
- Dress code is business casual, Zoo uniforms will be provided for special events.

Position will extend 12 months from the start date with potential for renewal up to 3 years.

**Compensation:**

- AmeriCorps VISTA members are statutorily exempt from federal wage and hour law. A living stipend will be provided by AmeriCorps (bi-weekly payment).
- Benefits may include:
  - Healthcare reimbursement benefit available
  - Housing stipend
  - End-of-service award available at the end of first year
  - Childcare reimbursement benefit for qualifying applicants
  - Information regarding benefits can be found here:  
<https://www.vistacampus.gov/members/benefits-of-service>

**If interested, please send cover letter and resume, as well as any questions to:**  
 Law-Rel Butler (AmeriCorps VISTA Community Outreach Associate) at [lbutler@rwpzoo.org](mailto:lbutler@rwpzoo.org)  
 Jen Rudolph (Co-Design Fellow) at [jrudolph@rwpzoo.org](mailto:jrudolph@rwpzoo.org)