

# JOB ANNOUNCEMENT

## Program Assistant



### ORGANIZATION DESCRIPTION

**The Leeza Gibbons Memory Foundation (LGMF)** is a nonprofit organization that is now a part of Public Health AmeriCorps — AmeriCorps and Center for Disease Control’s new national service program! We are grateful for the task of recruiting a number of AmeriCorps members who will help us build a community that is healthier, stronger, and more resilient. AmeriCorps members will be serving for LGMF’s programs **Leeza’s Care Connection** and **HUGS (Helping U Grow Strong)**. To learn more, visit our website at [www.leezascareconnection.org](http://www.leezascareconnection.org)

**Our mission is to help family caregivers cope with Alzheimer’s & chronic illness through tips, strategies, & support.**

*The Leeza Gibbons Memory Foundation AmeriCorps program offers:*

- Work experience and the development of highly sought job skills (initiative, interpersonal and intercultural communication, adaptability, collaboration, and accountability)
- Networking for career placement at all levels of the organization served, with partner organizations and throughout the community
- Build value – in yourself and the position you serve. Organizations often hire members after their term of service because they know what they’ve invested in the member and what they will be receiving

**SERVICE DATES:** July 2022 – June 2023 (start and end dates flexible); multiple years of service allowable  
**APPLICATION DEADLINE:** Ongoing **HOW TO APPLY:** Please email Resume & Cover Letter to Monica Hudgens at [monica@leezascareconnection.org](mailto:monica@leezascareconnection.org)



## **AmeriCorps Member Position: Program Assistant**

### **Job Description:**

The Program Assistant will work with the Managing Director in scheduling programming for Leeza's Care Connection, including educational presentations, wellness activities, & larger social events for our community.

### **Primary Responsibilities**

- Program Assistant will help plan, implement and manage different programs.
- The Program Assistant will work with the Managing Director in scheduling programming for LCC, including educational presentations, wellness activities, & larger social events for our community.
- This includes researching & networking within our community to find partners to collaborate with on programs, community events, and other services.
- They will also help market our programs within the Burbank & larger Los Angeles area (as well as virtually) so that we can grow the number of caregivers who participate in the programs we offer.

### **Preferred Skills**

- Time management, attention to detail, friendly & warm, proactive in reaching out to possible new partners & fellow nonprofits (under the direction & approval of the Managing Director).
- Handle several projects at once & adhering to deadlines.
- Some design skills in order to create collateral for these programs, or the ability to learn.
- Basic social media knowledge.
- Preferred experience with Google Suite (but not required)

### **ABOUT AMERICORPS**

AmeriCorps, the federal agency for volunteering and national service, provides opportunities for Americans to serve their country domestically, address the nation's most pressing challenges, improve lives and communities, and strengthen civic engagement. Each year, the agency invests more than \$800 million in grants for local nonprofit, community, tribal, and state organizations; places more than 250,000 AmeriCorps members and AmeriCorps Seniors volunteers in intensive service roles; and empowers millions more to serve as long-term, short-term, or one-time volunteers. Learn more at [AmeriCorps.gov](http://AmeriCorps.gov).



## REQUIREMENTS

- Must be at least 18 years of age
- Be a citizen, national, or lawful permanent resident alien of the United States
- Must have a minimum of a High School diploma or GED/HSED
- Must be willing to serve for up to 12 months and complete the full term of service
- Members must accept position as a full-time priority over other jobs and must complete 1700 hours of service
- Members must be able to pass a criminal, FBI, NSOPW Background Check
- If selected, must attend required orientations and trainings
- Members cannot leave at any time during the training sessions

## BENEFITS

- \$17,000 annual stipend, paid bi-weekly payroll for term of service/AmeriCorps service gear provided
- Holidays: New Years Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day Thanksgiving Day, and the day after Thanksgiving, and Christmas Day
- \$6,495 education award upon successful completion of the term of service
- Forbearance on qualified student loans and interest accrual payments while serving
- Child Care assistance (if qualified) Mileage reimbursement (work related only)
- Option to be reimbursed up to \$200 per month for health insurance costs

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