

Los Angeles, California

AmeriCorp & The Leeza Gibbons Memory Foundation **HUGS Coordinator**



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

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 2025 one-year terms, (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



ABOUT HUGS

Helping U Grow Strong (HUGS) is a peer-to-peer networking program to connect trained caregivers (HUGS Ambassadors) with other caregivers in need of support. This six-week program is designed to be offered seven times a year. Members recruit and train participants, identify community partners and support their programs to help caregivers and those with dementia related illness. ABOUT HUGS Helping U Grow Strong (HUGS) is a peer-to-peer networking program to connect trained caregivers (HUGS Ambassadors) with other caregivers in need of support. This six-week program is designed to be offered seven times a year. Members recruit and train participants, identify community partners and support their programs to help caregivers and those with dementia related illness.

Job Description:

The Leeza Gibbons Memory Foundation's HUGS Coordinator AmeriCorps member will serve as a team of two to support and assist in the development and implementation of the Helping U Grow Strong peer to peer network program.

PRIMARY RESPONSIBILITIES

- Assist with development and editing of communication and marketing tools (i.e., flyers, posters, social media graphics, ads, signage, newsletters, website editing, etc.).
- Create partnerships with key stakeholders in the assigned community (NH, TX, TN, CA & SC).
- Become Trained as a Certified Trainer for Helping U Grow Strong Provide 7 six-week training courses, twice a week, to train HUGS Ambassadors
- Recruit potential volunteers to attend HUGS Training to become HUGS Ambassadors
- Provide support to HUGS Ambassadors by connections to new caregivers and securing space for GROUP HUGS (informal meetings of caregivers)
- Provide constant communication of program and progress to LGMF AmeriCorps, Site Partners and HUGS Ambassadors
- Research and assist in the development/fundraising projects.
- Serve as an ambassador of LGMF HUGS, promoting and educating the community and the organization.

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 AmeriCorps Program Director).
- Handle several projects at once & adhering to deadlines.
- Comfortable with public speaking to a variety of stakeholders: caregivers, partners, business leaders
- Social media knowledge.
- Preferred experience with Google Suite and/or Microsoft Suite

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.

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 which is about a 35 hour workweek, some weekends for events
- 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

- \$17,100 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, Christmas Day, and vacation option
- \$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 or \$200 towards your housing costs

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