

National Museum of the Pacific War/Admiral Nimitz Foundation

Education Outreach Assistant (VISTA)

VISTA SUMMARY

The Campus Compact AmeriCorps VISTA program places AmeriCorps VISTA members in full service with our campus and community partners for a one-year period. During this year, members spend 35 hours per week on their host site's campus or with one of that campus's community partners to work on building systems and programs that support low-income college students and community members. The VISTA member's work is to build capacity, meaning that rather than directly serving the community, they're enhancing or creating systems, structures, and resources that support the direct anti-poverty work. Campus Compact functions as the central VISTA program hub, performing program administration, offering training and support to VISTA members and their projects, and connecting the work happening in individual projects both to similar work happening nationwide and back to AmeriCorps. For detailed program information and FAQs, please visit our website.

SERVICE TERM

- June 17, 2024 - June 16, 2025

POSITION DESCRIPTION

The National Museum of the Pacific War (NMPW), founded in 1967, provides the nation's most comprehensive account of World War II in the Asiatic Pacific theater. Our mission is to use our collection to promote responsible citizenship and leadership by inspiring all generations to understand the enduring impact and relevance of the Pacific War.

The VISTA member will play a pivotal role in the development and implementation of a new program at the National Museum of the Pacific War that will aid in our mission. This project aims to address educational disparities and cycles of poverty by providing underserved schools with access to high-quality educational resources. The focus of this initiative involves the creation of engaging traveling trunks that are designed to enhance K-12 academic success, foster student engagement, and develop crucial socio-emotional skills.

The project involves extensive research and development to establish a sustainable program that will make a lasting impact. The VISTA member will be tasked with creating two traveling trunks from their research that consist of lesson plans aligned to state and national educational standards, supplemental activities, and artifacts from our Education Outreach Collection.

RESPONSIBILITIES

- Conduct in-depth research to identify educational needs within underserved schools and best practices for traveling trunk programs.
- Develop a Standard Operating Procedure (SOP) for the traveling trunk program.
- Create templates for lesson plans, supplemental activities, and artifact selection for the traveling trunk program.
- Researches and understands the needs, interests, and concerns of educators and students to ensure resources and programs are relevant, impactful, and needed through surveys and developing an Advisory Board.
- Works closely with curatorial, archives, and education to utilize primary source materials.
- Create two engaging lesson plans with specific themes and curate a diverse range of supplemental activities, resource guides, and artifacts to be included with each lesson plan.
- Ensure that all elements of the program, including lesson plans, activities, and artifacts align with the theme and educational standards on both the state and national level.
- Attend onboarding, weekly meetings, and training sessions coordinated by the National Museum of the Pacific War's education team.
- Attend orientation, weekly meetings, days of service, and trainings/retreats coordinated by Campus Compact
- Complete data collection and reporting activities required by Campus Compact and AmeriCorps Preferred Qualifications ○ Demonstrates initiative, flexibility, creativity, and resourcefulness, high energy and a passion for education and the Museum's mission.
- Experience with project management, program creation, and/or K-12 curriculum development.
- Strong research and writing skills with an ability to engage different audiences.
- Strong organizational and time management skills; ability to collaborate cross-departmentally and work independently without close oversight.
- Proficiency in Microsoft Office software, Zoom, Canva, email communication, and internet research.
- Bilingual is a plus (Spanish is preferred). Requirements
- Must have some college, prefer a BA/BS or equivalent experience
- US Citizen, national, DACA status, or legal permanent resident
- Must be able to complete federal background check

- Access to personal vehicle

LOGISTICS

- Status: In-Person
- Hours o M – F [8:00 A.M. - 4:00 P.M.]

AMERICORPS VISTA BENEFITS

- Bi-weekly living allowance of \$877.66
- End of service award (AmeriCorps member must choose one of two options; requires completion of full term of service to receive)
- Segal AmeriCorps Education Award (\$6,895)
- End-of-Service Cash Stipend (\$1,803.10)
- Relocation stipend for candidates moving more than 50 miles (\$750)
- Mileage reimbursement for candidate moving more than 50 miles (\$0.40/mile)
- Healthcare benefits (AmeriCorps member must choose one of two options)
- Healthcare allowance for out-of-pocket expenses ○ Basic healthcare coverage
- 10 Days Personal Leave
- 10 Days Sick Leave
- 14 Days Holiday Leave
- Childcare assistance for children under 13 years of age (income dependent)
- Student loan forbearance or deferment for certain loans
- 1 year of noncompetitive eligibility for federal positions*
- Access to professional development opportunities provided by Campus Compact & AmeriCorps Additional Host-Site Benefits:
- Professional development opportunities available

HOW TO APPLY

You can apply to this position two ways:

1. My AmeriCorps.gov Application
 - a. Visit this link
<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=122010> and apply to the position through the my.AmeriCorps.gov system
 - i. Note: The myAmeriCorps system is sometimes finicky and can be hard to update – if that website says “no longer accepting applications,” please feel free to reach out to our team via email at vista@compact.org to check.

- ii. For support using the myAmeriCorps portal, please see this document [VISTA Applicant myAmeriCorps Portal Tips - Google Drive](#).
- 2. Apply Directly to the Site
 - a. Reach out to the site contact, Kyna Stys, via kstys@nimitzfoundation.org with your resume and information
 - i. Title the email “VISTA Application: Your Name” to ensure it’s not missed

DEADLINES

The last day to submit an application for this position is May 8th, 2024; however, positions are filled on a rolling basis, and we recommend applying as soon as possible.