

Member Initials:

# City of Auburn

## Goodwill AmeriCorps Program Overview:



AmeriCorps

The **Goodwill NNE Public Health AmeriCorps Program** is part of a partnership between the CDC and National AmeriCorps Office. This program places AmeriCorps members with public health agencies and nonprofits to improve access to healthcare for the most underserved populations in Maine and New Hampshire. Members will be responsible for implementing evidence-based public health interventions to increase the capacity of public health programs while giving the members the experience and training needed to prepare them for entering the public health workforce upon the completion of their term.

## Host Site Overview:

We are on a mission to build a better Auburn: to efficiently deliver quality services to meet the changing needs of everyone in our community and provide big city opportunities with a small-town feel.

The City of Auburn recognizes that health and wellness are incredibly important, and there are many variables that impact the health of our citizens, neighborhoods, businesses, and community. We work collaboratively with many community partners to promote a healthy city, by increasing access to resources and programming. Auburn is in central Maine and serves as the county seat of Androscoggin County, which falls within the Western Public Health District for the state of Maine. Auburn hosts three signature celebration events every year, including a lobster festival! Auburn is rich in opportunities to enjoy great food, shopping, art, and recreation while also being an easy commute to great summer hikes, beautiful ocean beaches, and state parks.

**Term of Service:** 1700 hours  
August 25, 2025 – July 27, 2026

**Position Title:**  
Community Resource Coordinator

**AmeriCorps Program:**  
GoodwillNNE Public Health AmeriCorps

**Immediate Supervisor:**  
Jennifer Edwards

**Program Coordinator:**  
Delaney Donovan, Program Coordinator

**Supervisor Contact Information:**  
[jmorin@auburnmaine.gov](mailto:jmorin@auburnmaine.gov); 207-333-6601x1410

**Program Coordinator Contact Information:**  
[Delaney.Donovan@goodwillnne.org](mailto:Delaney.Donovan@goodwillnne.org)

(207) 298-8828

Host Site Location:  
60 Court Street  
Auburn, ME 04210

Program Location:  
56 Northport Drive  
Portland, ME 04103

## Qualifications:

- Self-motivated with a high degree of flexibility, creativity, and independence
- Ability to clearly and concisely communicate orally and in writing
- Excellent organizational skills with good attention to detail
- 1 year of volunteer or work experience preferred
- Prior volunteer or community service experience
- Committed to the pursuit of public health
- Dedication to the mission of AmeriCorps
- Ability to use various types of technology (i.e. Microsoft Office suite, Zoom, Google Classroom, Google Drive, online reporting systems, etc.)

## Site-Specific Qualifications:

- High school diploma or equivalent; some college coursework in public health or related field preferred.
- Above average problem solving and interpersonal skills.
- Ability to work independently and as part of a team.
- Commitment to community service and public health.
- Prior work or lived experience with vulnerable populations coping with issues pertaining to mental health, previous traumas, behavioral health, substance misuse, housing and food insecurity, healthcare access, and workforce barriers is preferred.

## Eligibility:

- Be at least 17 years of age
- Possess a high school diploma or equivalent
- Be a citizen, national, or lawful permanent resident of the United States (documentation required)
- Satisfy the National Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202

## Essential Functions:

- Serve at local agencies working to improve community public health (the host site listed above)
- Participate in “Getting to Outcomes” training modules on selecting and implementing evidence based public health interventions
- Help host site provide public health interventions to the community
- Participate in trainings required by GoodwillINNE Public Health AmeriCorps such as Community Health Worker Training and Life After AmeriCorps.
- Participate in and complete trainings required by AmeriCorps and the CDC specific for Public Health AmeriCorps.
- Develop and maintain clear and frequent communications with the host site supervisor.
- Develop and maintain relationships with additional staff at the host site, community members and/or referral partners
- Coordinate, facilitate, and/or participate in meetings as required by host site organization staff, partners, and the AmeriCorps program
- Coordinate and participate in a variety of projects, including:
  - Service projects within the community
  - Collaborations with team members
  - Volunteer recruitment and management
- Ability to travel to partner organizations and community locations for meetings, site visits, etc
- Be properly branded at all times during service, either by wearing issued apparel or an AmeriCorps pin
- Properly identify as a PHA member while acting in official AmeriCorps capacity
- Regularly survey and track data on accomplishments

## Site-Specific Essential Functions:

At the City of Auburn’s new Resource Center, the AmeriCorps member will serve to expand program offerings, resource coordination, and educational initiatives, in an effort enhance community health. The member will support public health programming, conduct educational outreach, and collaborate with community partners. Member responsibilities include:

- Collaborate with partners to develop and deliver educational materials on health topics.
- Organize workshops and seminars to increase health literacy in the community.

- Facilitate client connections with resource partners, ensuring exceptional customer service and upholding confidentiality.
- Welcome clients to the resource center and direct them to necessary resources.
- Assist with coordinated entry assessments for clients experiencing homelessness.
- Participate in community health assessments, planning, and activities, including Recovery Ready Community building efforts.
- Assist with sustainability planning, resource development, and program development initiatives at the community resource center.
- Attend mandatory trainings and meetings.

### Performance Outcomes:

Performance data will be collected from the entire GoodwillNNE Public Health AmeriCorps through monthly reports around the following measures:

Output: 20 organizations will receive capacity building services and training in Getting to Outcomes.

Intermediate Outcome: 15 organizations will increase their efficiency, effectiveness, and/or program reach.

### Service Schedule & Conditions:

- **35–40 hour week** (includes some weekend and evening hours)
- Fast-paced environment with various deadlines and multiple internal and external stakeholders
- Service is performed in the community, in government agencies, and in nonprofit settings among people of all ages
- Member will serve both in an office setting—using computer, copier, fax, and general office equipment—as well as directly with youth and community members
- Because of the nature of the project and rural geography, personal transportation is encouraged
- Schedule may flex to accommodate occasional weekend or early evening events.

### Service Relationships & Support:

Member will be provided support by the direct supervisor and host site organization as well as Goodwill NNE AmeriCorps staff. Member will receive a thorough on-site and AmeriCorps orientation, host site-specific training, and training on a variety of topics related to service within a public health setting. Various reporting will be required of the member throughout the term by the AmeriCorps

staff regarding member performance, completion of goals, training accomplishments, and continuous improvement of the GoodwillNNE Public Health AmeriCorps program. *(Member training may not take up more than 20% of a member's term.)*

## Vulnerable Populations:

This position has recurring access to vulnerable populations (individuals with disabilities, senior citizens, unhoused community members, and/or children).

## AmeriCorps Member Benefits:

Besides the intangibles of making a difference in the community and being a part of a dedicated service team, this position offers:

- A living allowance of up to \$24,000 before taxes, and paid biweekly over the course of the term
- A \$7,395 Segal Education Award (upon successful completion of the term) to apply to previous federal student loans and/or for continuing education costs at a qualifying Title IV institution
- Forbearance for applicable student loans
- Repayment for any interest accrued on eligible student loans during the term, paid by AmeriCorps
- ACA-compliant health insurance coverage at no cost to the member from the first day of service to the last day of the last month of the term (if serving Full-time)
- Childcare reimbursement for eligible members
- Coverage under workers' compensation
- Support of the Goodwill NNE AmeriCorps Life Navigator
- Trainings and professional and personal development opportunities sponsored by Goodwill AmeriCorps
- Reimbursement for mileage to AmeriCorps-sponsored training events from Goodwill NNE
- Reimbursement for mileage expenses associated with project-related travel from the host site at the rate that the organization reimburses existing volunteers and/or staff

## Site-Specific Member Benefits:

- Professional development and other training opportunities will be offered.

## Notes:

1. See [www.americorps.gov](http://www.americorps.gov) for more information on AmeriCorps service.
2. This position is unique to AmeriCorps and does not displace organization staff or volunteers.
3. The member duties are not Prohibited Activities as outlined in 45 CFR §2520.65.
4. Individuals with disabilities who may need reasonable accommodations are expected to make arrangements in advance for accommodation by confidentially discussing their needs with AmeriCorps program staff. All hiring decisions are based on nondiscriminatory factors without regard to race, color, religion, sex/gender, sexual orientation, national origin, disability or status as a veteran. We promote a positive and healthy working environment with respect for diversity.
5. This document is available in alternative formats upon request.