

Marshfield Clinic Health System (MCHS) AmeriCorps Community Corps Member Position

Host Site: Fox Valley Literacy

Play a vital role in tackling our communities' most pressing challenges as an AmeriCorps Community Corps member! Receive ongoing professional skills training and mentorship, gain work experience, build a professional network, and make an impact in your community! Complete your service term at Fox Valley Literacy as your host site.

Fox Valley Literacy partners with adults to expand opportunity, strengthen communities and create a more inclusive Fox Valley by building literacy, language, and essential life skills. We offer English language classes, digital literacy, health literacy, financial literacy, and citizenship for adults and cultural and pedagogical workshops and trainings for volunteers. Our vision is to be a Fox Valley where literacy unlocks opportunity, connection, and full participation for every person.

We are looking for an AmeriCorps Community Corps Member to assist in our ELL, digital, health, financial, and family programs. This opportunity is a great fit for you if you are interested in or passionate about:

- child development and family wellbeing
- community-based education and family wellbeing projects
- intergenerational literacy skills-building
- immigrant and refugee wellbeing
- program implementation
- program monitoring and evaluation
- volunteer recruitment and management
- teaching English
- teaching computer skills
- helping learners improve their health and financial literacy skills

Position Description:

This is a full-time position offered through MCHS AmeriCorps Community Corps. The member hired will be serving their term at Fox Valley Literacy as the host site. Under the supervision of the Family Program Manager and the Program and Operations Director, the AmeriCorps Member will help plan, teach, monitor, and evaluate the programs Fox Valley Literacy offers.

Responsibilities:

- assist Family Program Manager on family programming tasks
- assist with monitoring and evaluating different program goals and outcomes
- research appropriate ELL level curriculum resources for different program needs
- assist with curriculum and lesson planning
- teach or co-teach different classes (e.g. ELL, Computer skills, Financial, Health)
- assist with volunteer recruitment and training
- support volunteer teachers and program assistants
- build relationships with other community organizations and create collaborations
- assist in different program administrative tasks (e.g. Using Connectable)

Preferred Background and Experience:

- Familiarity with child and family development practices and principles
- Academic background in education, child development, anthropology, sociology, cultural studies, linguistics, social work, social/human services, public health, or a related field.
- Previous volunteer, internship, coursework, or employment working with children or families
- Commitment to and ability to follow confidentiality procedures
- Active listening, cultural humility, and sensitivity

- Attitude of non-judgment
- Strengths-based attitude and approach
- Ability to work independently and as a team
- Strong communication skills and collaborative efforts
- Proficiency using the Internet, Google Suite, Microsoft Office, and research databases (i.e. google scholar)
- Reliability and follow-through

Position Type and Benefits:

- Training will be provided by both AmeriCorps and Fox Valley Literacy
- Position is based in Appleton, WI with some remote opportunities.
- 30-36 hours per week (1700 hours requirement for full-time position)
- Most work will be completed Monday-Thursday between 9AM and 7PM. There may be some hours on the weekends for tabling at community events.
- **Service Term Start and End Date: September 14, 2026– August 27, 2027**
- Benefits include no-cost health, vision and dental insurance, flexible schedule, modest bi-weekly living allowance, holidays off, negotiable time off, forbearance for most federally guaranteed student loans, and \$7,395 educational award for successful service.

To Apply:

- For more information, questions, or to apply, contact Rita Moua: rita@foxvalleylit.org or (920) 234-8041
- **Must apply** to the AmeriCorps Community Corps program directly as well. Click here to apply: https://marshamer.memberclicks.net/index.php?option=com_mcform&view=ngforms&id=2279374#/
- **Applications close August 7, 2026.**

