



AmeriCorps
Idaho

IHC

IDAHO HEALTHCORPS



ENVISION SUPPORT AIDE BOISE, ID

Envision is seeking a career professional looking for an opportunity to capitalize on their experiences as an AmeriCorps member. Make a difference in our non-profit organization and community by assisting the Executive Director and other personnel in meeting increasing demands of Envisions multiple assistance programs dedicated to impacting sight and hearing. Responsibilities will include ability to answer calls on a multi-line system, redirecting calls to appropriate contacts, data entry, statistics and analysis, complete a wide range of office support functions, using independent judgment, apply existing policies and procedures to complete assignments, respond to non-routine inquiries, utilize a variety of computer operations to complete daily assignments, compose correspondence, create, review, and process documents, schedule appointments and/or services. Members do not participate in prohibited activities. Members do not supplement, duplicate, or displace staff members at the host site. Members with this program have recurring access to vulnerable populations.

The Idaho HealthCorps (IHC) AmeriCorps program partners community members with non-profits across Idaho. These community members serve in paid volunteer positions called AmeriCorps positions. **The opportunity is offered each year from Sept 1- Aug 31.** Visit idahohealthcorps.com for more information.

REQUIREMENTS :

- Must be 17 years or older
- Must be a US Citizen or Lawful Permanent Resident
- Pass a background check
- Complete 675 hours
- Participate in required training and service events
- Avoid Prohibited Activities

BENEFITS:

- Living allowance of \$656-853.13 per month before taxes, distributed biweekly
- Education Award of \$2,817.14
- Student Loan Forbearance and Interest Forgiveness
- Member Assistance Program

**SEND RESUME AND THREE REFERENCES TO JAY
LUGO AT [JAY@IDAHOLIONS.ORG](mailto:jay@idaholions.org)**

The IHC AmeriCorps Program is administered by Idaho State University's Institute of Rural Health who is an Equal Opportunity Employer. "Administered by Serve Idaho and sponsored by AmeriCorps."