



Host Partner Position Description

California Emergency Response Corps

CERC Service Member

About the Organization & Position Description: The Education & Leadership Foundation (ELF) serves as a host partner for individuals placed through the California Emergency Response Corps. When working on-site at ELF, CERC Service Members will be integrated into our organizational setting and contribute directly to community outreach, program engagement, and emergency preparedness initiatives. These placements provide meaningful opportunities to connect with community members, support program delivery, and strengthen the resilience of underserved populations across Fresno and surrounding areas. CERC Service Members can be deployed to provide emergency support through the CERC program and should review all additional expectations and requirements provided by CERC.

Driving Requirement: Frequent travel while driving a company or personal vehicle is required to attend events, transport supplies, or participate in training or outreach activities throughout the region several times a week. The CERC service member is required to maintain a valid California driver's license, proof of insurance, and reliable transportation.

Ongoing Requirements: livescan background clearance/exemption, tb test results, ELF trainings as required (sexual harassment prevention, mandated reporter training etc.)

Time and Schedule Commitment: Work hours when on-site and not deployed with CERC are scheduled in advance, between 5AM and 10PM, in 8 hour shifts that include evening and weekend availability. The CERC program lasts about 10 months from October 1, 2025 - August 31, 2026. Other schedule requirements are coordinated through CERC.

Payment Details: The Education and Leadership Foundation serves as the host partner for CERC service members, funded through the California Emergency Response Corps. Please [see their website](#) for more information on compensation and/or stipends.

Key Responsibilities

Community Outreach & Engagement

- Support outreach, canvassing, and tabling to engage the community and promote ELF services.
- Present ELF program information at events and in group or one-on-one settings, including topics such as tax preparation, afterschool programs, summer camps, and Know Your Rights presentations.
- Support culturally responsive outreach strategies to engage diverse communities.
- Represent the host site at community events, workshops, and training.
- Lead and support Tax Preparation services as a primary duty during the spring season.

Program Support & Administration

- Maintain shared office and outreach materials, supplies, and resources.
- Provide program support across ELF initiatives (e.g., camps, afterschool, recycling, tax clinics, Know Your Rights workshops, and community events).
- Assist with operational and administrative tasks, including event preparation, logistics, file organization, reception coverage, operations tasks, while maintaining a professional and welcoming environment.

Collaboration & Networking

- Strengthen relationships with community-based organizations and contribute to partner engagement efforts.
- Work alongside ELF staff, interns, and volunteers to achieve program goals.
- Participate in training, meetings, and performance check-ins as required by the sending program.

Emergency Preparedness & Response (through CERC)

- Participate in disaster preparedness education activities, including presentations and surveys to measure community awareness.
- Provide support to community partners during emergency operations, such as food distribution or disaster relief.
- May deploy on short notice as instructed by CERC.
- Engage in debriefs following response activities to strengthen future preparedness.

Desired Qualifications:

- Bilingual (English/Spanish) preferred, with strong communication skills.
- Interest in a career in non-profit or community organizations.
- Ideal for those taking a “gap” year from school or who are looking to expand their experience in non-profit or community work through a 10 month internship.
- Ability to work evenings and weekends as needed.
- Comfortable working indoors and outdoors, sometimes in high-traffic or extreme weather conditions.

Work Environment, Conditions & Requirements

- Work takes place in a combination of office, community, and event settings. While much of the work is performed indoors at a desk or table within a shared workspace, this position also requires regular participation in outdoor events and outreach activities, sometimes in extreme weather conditions such as the high temperatures common in and around the central valley.
- Outreach Specialists must be comfortable working in a variety of environments, including indoor workshops, community centers, outdoor tabling events, canvassing neighborhoods, or setting up outreach materials in public spaces.
- Noise conditions are typically moderate and may include background conversation, phone calls, and general community engagement.
- The position involves both independent tasks and collaborative work with staff, volunteers, interns, or contractors.