



AmeriCorps VISTA Marketing and Events Specialist

826 Boston—an award-winning nonprofit youth writing center located in Roxbury, Massachusetts—seeks an outgoing and mission-driven change-maker to serve as its full-time AmeriCorps VISTA Marketing and Events Specialist. The service period is August 2, 2017, to August 1, 2018.

826 Boston is a nonprofit youth writing and publishing organization that empowers traditionally underserved students ages 6-18 to find their voices, tell their stories, and gain communication skills to succeed in school and in life. Our high-impact programs are based on the understanding that great leaps in learning can occur with individualized attention, and that writing skills are fundamental to future success. 826 Boston is part of a national network of youth writing centers, founded by the award-winning author Dave Eggers, which was voted one of the top 30 companies to work for by Good Magazine. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 19,000 students and has been recognized by *The Boston Globe* as one of the best places in the city to volunteer.

826 Boston is an equal opportunity employer committed to being a multicultural organization. Candidates from diverse backgrounds are encouraged to apply. For more information, please visit <http://www.826boston.org>.

Our ideal candidate is/has:

- Detail-oriented and able to confidently oversee several projects simultaneously;
- Experience planning events from concept to follow-up;
- Effective and concise written and verbal communicator who is able to convey the mission of a cause organization to a diverse audience;
- A quick study, able to use CRM software, WordPress and MailChimp or a track record of learning new programs quickly;
- Retail experience (or a willingness to learn point-of-sale software) as well as marketing experience (formal or informal);
- Excited to obtain real-world leadership experience as a key member of a results-driven fundraising team;
- Someone who understands the problems facing students in underserved communities and believes in the mission of 826 Boston to solve them.

What you'll do:

- Coordinate the sending of a monthly email newsletter, content for the 826 Boston website, and posts for social media channels—on tight deadlines and within given style parameters. Share the stories of our student authors with a wider audience of readers.
- Work with a team of staff, graphic designers, development professionals, and board members to develop 826 Boston's new membership program.
- Build 826 Boston's external presence using online and storefront marketing of 826 Boston's branded books and products. Stock and run the store, create a training manual, and showcase the store's whimsical brand.
- Plan and coordinate 826 Boston's second annual Half Half Half Half Half Marathon fundraising event from start to finish: recruit and develop an event committee; recruit participants and sponsors for the event; coordinate the logistics of the event.
- Support the development team on annual organizational fundraisers in the fall and spring, including donor stewardship tasks;



Benefits of AmeriCorps service:

- Position benefits include health coverage, travel allowance, and the option of an end-of-service stipend or education allowance.
- Further details about the benefits of service can be found at <http://www.nationalservice.gov/programs/amicorps/amicorps-vista>

Application Instructions:

1. First, please send a resume, cover letter, and writing sample to “[hiring@826boston.org](mailto: hiring@826boston.org)” with the subject line “AmeriCorps VISTA Marketing and Events Specialist.” Applications will be reviewed, and qualified candidates will be interviewed on a rolling basis until May 26. This position must be accepted by June 9 to allow time for travel to training in August.
2. Then, apply online to the “2017 Marketing and Events Coordinator (826 Boston)” position (different title, but the same position) posted on the AmeriCorps VISTA web site: <https://my.americorps.gov/mp/listing/viewListing.do?id=73137&fromSearch=true>