



AmeriCorps VISTA Volunteer Engagement 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 Volunteer Engagement 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;
- Comfortable coordinating a diverse network of volunteers;
- Experience organizing and leading volunteer trainings;
- 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 Salesforce and/or MailChimp or has a track record of learning new programs quickly;
- Experience and/or interest in creating and collecting volunteer or tutor surveys, and evaluating and responding to data with short- and long-term initiatives;
- Excited to work in a collaborative and flexible environment;
- 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:

- Build and/or expand existing volunteer recruitment and retention efforts by contributing information and insights to volunteer recruitment plans and approaches for volunteer expansion and sustainability;
- Create and lead trainings, workshops, and resources for volunteers;
- Assess volunteer numbers and needs of youth programs and recruit from existing volunteer corps to fill any tutoring gaps;
- Evaluate placement process for volunteers and update any systems for placing volunteers with best-fit opportunities within writing and tutoring programs;
- Streamline volunteer engagement practices by compiling strategies in volunteer engagement and management from different program teams and share with larger 826 Boston team;
- Research, create, and distribute evaluation and feedback surveys in collaboration with program teams to volunteer corps.

Benefits of AmeriCorps service:

- Position benefits include health coverage, travel allowance, 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 to “[hiring@826boston.org](mailto: hiring@826boston.org)” with the subject line “AmeriCorps VISTA Volunteer Engagement 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 826 Boston “2017 Volunteer Engagement Program Coordinator” position (different title, but the same position) posted on the AmeriCorps VISTA web site: <https://my.americorps.gov/mp/listing/viewListing.do?id=73140&fromSearch=true>