



## Campus Recruiter

**826 Boston, an award-winning nonprofit youth writing center located in Roxbury, MA, seeks a dynamic, resourceful team member to serve as its part-time Campus Recruiter.**

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 one-on-one 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. In 2013, the 826 network garnered the prestigious American Literacy Prize awarded by the Library of Congress. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 22,000 students. 826 Boston's youth writers have published their work in The New York Times, The Boston Globe, and in numerous award-winning 826 Boston books, including *A Place for Me in the World*, which was hailed as a "triumph of middle school education" by The Boston Globe. 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>.

**826 Boston is searching for a candidate who possesses the following:**

- Experience in building relationships with institutions such as colleges, high schools, clubs, student affairs, and student-led organizations;
- Time and calendar management, event planning, and logistics experience;
- Excellent written and verbal communication skills;
- Dynamic speaking style and the ability to communicate effectively with diverse groups;
- Experience creating engaging marketing materials via newsletters, website, and social media;
- Excellent organizational skills including the ability to pay close attention to detail and to demonstrate strong follow through;
- Ability to collaborate in a fast-paced office environment;
- Enthusiastic belief in the mission of 826 Boston

**Position responsibilities:**

- Manage contacts from college and high school staff, instructors, administrators, and community leaders that strengthen volunteer pipelines and expand pipelines to other networks;

- Develop, coordinate, and conduct presentations on campuses including career fairs, student groups and classes, and informational sessions. This includes frequent travel and occasional evening/weekend work;
- Create innovative approaches to reach out to large or untapped target groups including Greek Life, cultural affinity groups, Education and English departments;
- Recruit volunteers, lead orientations, and coordinate specialized tutor trainings to fuel 826 Boston programs;
- Maintain and build volunteer partnerships with universities, colleges, and local high schools
- Conduct targeted outreach to strategically expand and diversify volunteer corps;

**Stipend:** \$1500

**Commitment:** 12 hours per week from September 10, 2018 to December 7, 2018. Option to renew in January available.

#### **Application Instructions**

1. Please send a cover letter, resume, and three professional references to [hiring@826boston.org](mailto:hiring@826boston.org) with the subject reading “Campus Recruiter.”

***The deadline for submitting applications for this position is August 24, 2018.***

826 Boston will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. 826 Boston welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request