



VISTA AmeriCorps Program Development Associate

826 Boston, a nonprofit youth writing center located in Roxbury, Massachusetts, seeks a highly organized, entrepreneurial team member to serve as its VISTA Program Development Associate. The service period spans from July 24th, 2015 – July 22nd, 2016.

826 Boston is dedicated to teaching creative and expository writing to underserved students ages 6 to 18, and to helping Boston Public School teachers inspire their students to write. 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 received the American Literacy Prize from the Library of Congress for its pioneering work to eradicate illiteracy. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 15,000 students and has been recognized by *The Boston Globe* as one of the best places in the city to volunteer. 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.

826 Boston is searching for someone who:

- Is detail-oriented and can manage multiple projects simultaneously;
- Has experience with grant writing and event planning;
- Has worked in a retail environment;
- Possesses excellent verbal and written communication skills;
- Has worked with Sales Force or a comparable database;
- Can effectively communicate with diverse groups;
- Wants to be part of a dynamic, results-driven fundraising team; and,
- Believes enthusiastically in the mission of 826 Boston.

Primary responsibilities:

- Identify new foundation prospects and write proposals to help increase grant revenues;
- Work with 826 Boston's Development Director to build relationships with new corporate partners;
- Coordinate a volunteer-led fundraiser with the goal of raising \$20,000;
- Support management of event logistics for annual gala;
- Support the growth of individual donor base and track donations in Salesforce;
- Develop 826 Boston's external presence through enhancing storefront to boost revenues;
- Manage logistics for Boston Book Festival; and
- Support the Development Director on additional projects as needed.



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. Please send a resume to “[hiring@826boston.org](mailto: hiring@826boston.org)” with the subject reading “VISTA Development Position.” *Please note that the hiring deadline for this position is Thursday, May 21st. Completed applications must be on file with the VISTA office by 12:00 PM on this date. Applications will be reviewed by 826 Boston prior to this deadline on a rolling basis.*

2. Apply online to the 826 Boston “Program Development” position posted on the AmeriCorps VISTA web site:

<https://my.americorps.gov/mp/listing/viewListing.do?id=59838&fromSearch=true>