



## AmeriCorps VISTA Marketing and Events Program Designer

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 Program Designer. The service period is July 27, 2016 to July 27, 2017.

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. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 16,000 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;
- Have 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:**

- Write and design a monthly email newsletter, content for the 826 Boston website, and posts for social media channels—on tight deadlines and within given style parameters;
- Work with graphic designers, web staff, and printers to oversee the production of organizational brochures, fliers, and other pieces that tell the story of 826 Boston;
- Design and organize a database of photographs, past press, video, testimonials, and narrative content that is searchable—then train the staff on how to keep it updated;
- Oversee interns to plan and execute a fundraiser event from start to finish: recruit and train an event committee; recruit participants and sponsors for the event; coordinate staff on the logistics of running the event.
- Support the development team to run the annual gala and fall fundraiser, including donor stewardship tasks;
- Build 826 Boston's external presence using online and storefront marketing of 826 Boston's curious collection of imaginative products. Stock and run the store, create a training manual, and put the Greater Boston Bigfoot Research Institute out into the wider world using the store's whimsical brand.



**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 to “[hiring@826boston.org](mailto: hiring@826boston.org)” with the subject line “VISTA Marketing and Events Program Designer.” Please note that the application deadline is May 16, 2016. Complete application 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. Then, apply online to the 826 Boston “Marketing and Events Program Designer” position posted on the AmeriCorps VISTA web site:  
<https://my.americorps.gov/mp/listing/viewListing.do?id=66630&fromSearch=true>