

## AmeriCorps VISTA Volunteer 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 Volunteer Program Designer. The service period is July 27, 2016 to July 28, 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'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*. In 2014, the 826 network garnered the American Literacy Prize from the Library of Congress for its pioneering work to eradicate illiteracy in the United States.

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 managing and recruiting a diverse network of volunteers;
- Experience organizing and leading volunteer trainings;
- Partnered with community organizations, schools, and universities in volunteer initiatives;
- 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, WordPress and MailChimp or has a track record of learning new programs quickly;
- Participated and/or led community-based fundraising campaigns;
- Expanded volunteer recruitment and engagement 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:**

- Maintain and expand existing volunteer engagement and participation by contributing information and insights to volunteer recruitment plans and approaches for volunteer expansion and sustainability;
- Coordinate internship program for 6-12 members per semester;
- Lead volunteer orientations and create training resources;
- Promote and present volunteer opportunities to community partners, and at community events and information sessions;
- Maintain database tracking of current and pending volunteers;
- Report to program staff tutor-to-student ratios on week-to-week basis;



- Help advertise 826 Boston needs for volunteers and volunteer roles;
- Assist with maintaining existing university and school partnerships.

**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/ameri-corps/ameri-corps-vista>

**Application Instructions:**

1. First, please send a resume to “[hire@826boston.org](mailto:hire@826boston.org)” with the subject line “VISTA Marketing and Events Program Designer.” Please note that the hiring 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 “Volunteer Program Designer” position posted on the AmeriCorps VISTA web site: <https://my.americorps.gov/mp/listing/viewListing.do?id=66629&fromSearch=true>