



## AmeriCorps VISTA Student 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 Student 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, and 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:**

- A demonstrated love of reading and writing;
- A commitment to diversity, equity, and inclusion;
- Experience with students ages 6-18, including students with special needs, English Language Learners, and students from diverse racial/ethnic/economic/religious backgrounds;
- Strong skills in tutoring, building rapport, and addressing challenges with students;
- Detail-oriented; proactive; able to confidently multi-task and oversee several projects simultaneously;
- Excellent editing, copyediting, and organizational skills;
- A holistic, strengths-based, individualized, and developmentally-appropriate approach to serving individual students and their families;
- Keen observation skills;
- Creative problem-solving skills in translating student information into interventions;
- Comfort mentoring interns and teen staff and delegating tasks;
- A demonstrated willingness to continuously improve as an educator;
- Strong Microsoft Office and/or Google Drive suite skills;
- An understanding of systematic and other challenges facing students in underserved communities and believes in the mission of 826 Boston to alleviate them;
- Fluency in Spanish, Somali, or Arabic highly preferred but not required.

### **What you'll do:**

- Conduct assessments and observations related to literacy and academic and social/emotional learning skills;
- Monitor and promote regular attendance in After-School and Evening Tutoring programs; refine and manage enrollment and recruitment systems;
- Manage the administration of surveys and collection of additional student skills-related data;
- Seek and utilize parent/student/teacher input to inform individualized student supports and interventions;
- Develop and implement a system for communicating areas of focus and interventions to volunteers on an ongoing basis;

- Develop and implement metrics for measuring impact of interventions;
- Implement independent and social reading, writing, academic, leadership, and safety initiatives in the After-School and Evening Tutoring Programs, with a focus on diversifying offerings and engaging students of different ages;
- Identify students' individual reading preferences and areas of interest;
- Support Field Trip program one day per week via the publishing of books and training volunteers for specialized roles;
- Support the Evening Tutoring program session for teens one evening per week;
- Recruit and coordinate students to serve on the Editorial Board for book publishing;
- Support families by connecting them to resources to support student engagement;
- Report on tutoring program goals and highlights quarterly.

**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 Student Engagement Specialist.” Please note that the hiring deadline is June 9, 2017. 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 “Student Engagement Coordinator” position (different title, but the same position) posted on the AmeriCorps VISTA web site: <https://my.americorps.gov/mp/listing/viewListing.do?id=73139&fromSearch=true>. You can also read the more detailed VISTA Assignment Description for this position here: <https://www.826national.org/about/391/careers>