



AmeriCorps VISTA Volunteer Recruitment/Outreach 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 Volunteer Recruitment/Outreach 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, 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 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:

- Detail-oriented and able to confidently oversee several projects simultaneously;
- Comfortable 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 WordPress and MailChimp or has a track record of learning new programs quickly;
- Participated and/or led community-based fundraising campaigns;
- Expanded volunteer outreach, recruitment, and retention initiatives;
- Excited to work in a collaborative and flexible environment;
- Someone who understands the problems facing students in underserved communities and who believes in the mission of 826 Boston to solve them.

What you'll do:

- Build and/or expand existing volunteer engagement and participation by contributing information and insights to approaches for volunteer expansion and sustainability;
- Create and lead trainings, workshops, and resources for volunteers;
- Promote and present volunteer opportunities to neighboring community partners, and at community events and informational sessions;
- Design and write monthly volunteer newsletters to promote volunteer opportunities, highlight programmatic and volunteer successes, and communicate any recent developments at 826 Boston;
- Update online volunteer resource portal “The W.A.T.E.R.I.N.G. H.O.L.E” to prepare and support volunteer corps in tutoring sessions and other opportunities;
- Assist in developing and organizing community events to promote volunteer opportunities and recognize existing volunteers such as Boston Book Festival, 826 Day, Volunteer Fundraisers, and book release parties.

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 Volunteer Recruitment/Outreach 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 “2017 Volunteer Recruitment Systems Coordinator” position (different title, but the same position) posted on the AmeriCorps VISTA web site: <https://my.americorps.gov/mp/listing/viewListing.do?id=73141&fromSearch=true>