



AmeriCorps VISTA Community Outreach & Engagement Designer 826 Boston

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 Community Outreach & Engagement Designer. The service period is August 20, 2018, to August 19, 2019.

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 in all areas of life. 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 22,000 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 has/is:

- Informed belief in the mission of 826 Boston as evidenced by a passion for student storytelling and an understanding of the challenges that underserved communities face
- Great organizational skills and an ability to handle many tasks at once
- Excited to work in a collaborative and adaptable environment
- Experience effectively planning and overseeing events
- Passionate about youth, writing, and serving the community
- Someone who approaches this position and working in the Roxbury community with an “assets-based” mindset
- Experience handling data and feedback
- A keen observer who can develop and improve volunteer and tutor training

What you'll do:

- Assist in organizing volunteer-run activities and community events such as book release parties
- Assist in development of baseline tutor training for volunteers and update content to match real-life tutoring scenarios across age levels and reading/writing skills
- Collect educational sources for volunteer training on supporting K-8 students, high school students, and teachers, including cultural responsiveness, social-emotional learning, inclusion, and cultural sensitivity
- Review data from feedback surveys/evaluations and develop improvement plans based on outcomes
- Support program team with planning tutor debriefs and creating daily exit tickets to measure quality of tutoring session
- Identify and build relationships with prospective best-fit partners and collaborate on small projects
- Coordinate team of volunteer recruiters to develop and implement outreach plan to recruit



high-quality volunteers from diverse groups

- Assist in leading pilot in-school visits with prospective partners and volunteers and gather feedback on new programs

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/ameri-corps/ameri-corps-vista>

Application Instructions:

1. First, please send a cover letter and résumé to jennifer@826boston.org with the subject line “AmeriCorps VISTA Community Outreach and Engagement Advisor.” Please note that the hiring deadline is July 9, 2018 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 “2018 Community Outreach and Engagement Advisor” position posted on the AmeriCorps VISTA web site: <https://my.americorps.gov/mp/listing/viewListing.do?id=81489&fromSearch=true>