



## AmeriCorps VISTA Family, Volunteer, & Community Engagement Specialist 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 Family, Volunteer, & Community Engagement Specialist. 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. 826 Boston is part of a national network of youth writing centers founded by 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 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 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;
- Experience serving and collaborating with diverse adults; awareness, appreciation, and respect for a variety of cultural values and norms;
- Strong skills in tutoring, building rapport, and addressing challenges with students;
- Detail-oriented; able to confidently multi-task and oversee several projects simultaneously, with excellent editing, copyediting, and organizational skills;
- Innovative ideas for creating engaging programming based on students' interests;
- Strong prioritization skills, proactivity, and adaptability to changing team needs;
- A holistic and strengths-based approach to serving and partnering with families;
- Keen observation skills with the ability to conscientiously provide constructive, actionable, and individualized feedback to teens and adults;
- Group facilitation skills and the ability to tailor content and systems to different audiences;
- Strong Microsoft Office and/or Google Suite skills;
- An understanding of systematic and other challenges facing students in underserved communities and belief in the mission of 826 Boston to alleviate them;
- Fluency in Spanish, Somali, or Arabic highly preferred but not required.

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

- Coordinate partnerships with university tutor service programs, including selecting, training,

- and scheduling the tutors for shifts at 826 Boston’s After-School Writing and Tutoring program;
- Co-coordinate tutor feedback systems; plan debrief enrichment curriculum and specialized tutor trainings accordingly;
  - Monitor and promote regular attendance in After-School and Evening Tutoring programs; refine and manage enrollment and recruitment systems;
  - Coordinate Workshop program; recruit diverse workshop leaders for February and April workshop weeks; provide feedback and lesson-planning support;
  - Coordinate the matching of individual tutors with students needing more individualized support; support tutors in implementing suggested strategies and developing new ones;
  - Support the Evening Tutoring program session for teens one evening per week;
  - Coordinate Field Trip Program and measure longer-term impacts of the program; support the publishing of field trip books one day per week;
  - Support the publication of two chapbooks; coordinate volunteer Publishing Corps;
  - Improve volunteer efficacy through observations, assessment, and coaching;
  - Coordinate Family Advisory Boards and compilation of a resource guide;
  - Plan, publicize, design, and conduct mini-programs for parents and students;
  - Recruit and coordinate visits from local authors;
  - Communicate with families about upcoming events and program needs;
  - Work with staff to create an alumni network of former students;
  - Collect and share student work on an ongoing basis with the larger community;
  - Report on 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/ameri-corps/ameri-corps-vista>

**Application Instructions:**

1. First, please send a résumé to [karen@826boston.org](mailto:karen@826boston.org) with the subject line “AmeriCorps VISTA Family, Volunteer, & Community Engagement Specialist.” 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 “VISTA Family, Volunteer, & Community Engagement Specialist” position posted on the AmeriCorps VISTA web site: <https://my.americorps.gov/mp/listing/viewListing.do?id=81487&fromSearch=true>