



## AmeriCorps VISTA University Partner & Volunteer Engagement 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 is/has:**

- Informed belief in the mission of 826 Boston as evidenced by a passion for student storytelling and an understanding of the challenges underserved communities face
- Passionate about the power of volunteerism
- Has experience collecting feedback, survey data, and making recommendations for change
- Great organization skills and an ability to handle many tasks at once
- Excited to work in a collaborative and adaptable environment
- Detail-oriented and able to confidently oversee several projects simultaneously
- Effective communication skills in terms of working with many types of people
- Passionate about youth, writing, and serving the community
- An approach to this position and working in the Roxbury community using an “assets-based” mindset

### **What you’ll do:**

- Identify opportunities to share 826 Boston’s programs with university partners
- Oversee on-boarding of service-learning partners within universities and collaborate with faculty to enrich 826 Boston programming
- Compile strategies in volunteer engagement and management from different program teams and create supplemental trainings to enhance volunteer experience
- Evaluate the placement process for volunteers and update any systems for placing volunteers with best-fit opportunities within writing and tutoring programs
- Update online volunteer resource portal to prepare and support volunteer corps
- Design and write monthly volunteer newsletters to highlight programmatic and volunteer successes

- Review current systems of recognizing and appreciating individual volunteers, and develop new, innovative ways to recognize larger groups of volunteers
- Plan the annual volunteer appreciation event to celebrate and highlight volunteers and partners
- Research, develop, and create cost-effective gifts, awards, and incentives to regularly recognize and motivate volunteers
- Organize special events or outings for volunteers and volunteer groups every quarter

**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 cover letter and résumé to [jennifer@826boston.org](mailto:jennifer@826boston.org) with the subject line “AmeriCorps VISTA University Partner and Volunteer Engagement.” 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 University Partner and Volunteer Engagement” position posted on the AmeriCorps VISTA web site: <https://my.americorps.gov/mp/listing/viewListing.do?id=81490&fromSearch=true>