



Volunteer Manager

Job Announcement

826 Boston, an award-winning nonprofit youth writing center located in Roxbury, MA, seeks a dynamic, resourceful team member to serve as its full-time Volunteer Manager.

826 Boston is dedicated to teaching creative and expository writing to underserved students ages 6 to 18, and to helping Boston Public School teachers inspire their students to write. Our high-impact programs are based on the understanding that great leaps in learning can occur with one-on-one 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*. In 2013, the 826 network garnered the prestigious American Literary Prize awarded by the Library of Congress. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 15,000 students and has been recognized by *The Boston Globe* as one of the best places in the city to volunteer. 826 Boston's youth writers have published their work in *The New York Times*, *The Boston Globe*, and in numerous award-winning 826 Boston books, including *A Place for Me in the World*, which was hailed as a "triumph of middle school education" by *The Boston Globe*. 826 Boston is an equal opportunity employer committed to being a multicultural organization. Candidates from diverse backgrounds are encouraged to apply. For more information, visit <http://www.826boston.org>.

826 Boston is searching for a candidate who possesses the following:

- Three or more years of experience as a manager of personnel and volunteers;
- Two or more years of experience using Salesforce or a comparable database;
- Experience managing corporate and/or university partnerships;
- Excellent written and verbal communication skills;
- Dynamic speaking style and the ability to communicate effectively with diverse groups;
- Experience creating engaging marketing materials via newsletters, website, and social media;
- Excellent organizational skills including the ability to pay close attention to detail and to demonstrate strong follow through;
- Ability to collaborate in a fast-paced office environment;
- Enthusiastic belief in the mission of 826 Boston.

Candidates may also have experience in the following areas:

- Management of nonprofit human resources functions;
- Office management including ordering of supplies and maintenance of office systems;
- Ability to speak Spanish proficiently, though this is not a requirement.

Position responsibilities:

- Coordinate 826 Boston's volunteer corps of 500+ individuals on an annual basis;
- Maintain a robust online volunteer portal including a calendar and sign up tool;
- Recruit volunteers, lead orientations, and coordinate specialized tutor trainings to fuel 826 Boston programs;
- Maintain and build volunteer partnerships with universities, local businesses, and corporations;
- Conduct targeted outreach to strategically expand and diversify volunteer corps;

- Maintain volunteer records, track participation, and produce quarterly reports in Salesforce on volunteer service;
- Oversee select human resources functions including onboarding new employees and service members and tracking vacation days;
- Supervise VISTA member on specific projects related to role, as needed;
- Hire and coordinate an intern corps of 6 – 12 members per semester;
- Conduct CORI background checks on volunteers to ensure safety of 826 Boston community;
- Develop a volunteer advisory board to provide feedback on the volunteer experience;
- Oversee office management including purchase of supplies and maintenance of facilities;
- Compose volunteer newsletters advertising volunteer opportunities;
- Facilitate volunteer appreciation events including a 100 Hour Club celebration;
- Support staff and Executive Board as needed.

Benefits

Salary for this full-time position will be commensurate with experience. Benefits include health insurance, 15 days of vacation, and the option of a 403 B plan and flex spending account.

Application Instructions

1. Please send a cover letter, resume, three professional references, and a one-to-two-page professional writing sample to hire@826boston.org with the subject reading “Volunteer Manager.”

The deadline for submitting applications for this position is July, 31st, 2015.

826 Boston will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. 826 Boston welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.