

SCI AmeriCorps Position Description – Serving at (HOST SITE)

10-month service positions from September 2018 through June 2019



A program from Social Capital Inc. (SCI), SCI AmeriCorps increases volunteerism and providing leadership training and community service opportunities for youth. SCI AmeriCorps is now recruiting 25 full-time AmeriCorps members for positions at our partner sites across Eastern Massachusetts, spanning from Lynn to Fall River.

(HOST SITE) is a partner of Social Capital Inc and the SCI AmeriCorps program. At (HOST SITE), we are looking for # member to serve as a Volunteer Outreach Coordinator.

About Host Site:

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Volunteer Outreach Coordinator (VOC) Basic Responsibilities

The Volunteer Outreach Coordinator (VOC) will develop and implement practices for effective volunteer engagement at their host sites, drawing on SCI's emphasis on relationship development and nurturing local social networks.

- Design a *volunteer outreach plan* aiming to increase the capacity of volunteers for the host-site agency
- Create a system for *screening and matching volunteers* to appropriate roles that meet educational needs.
- *Coordinate projects* that engage families in school and community life such as resource fairs, family arts and cultural events, academic enrichment projects and family service days.
- *Utilize technology and in-person outreach* to recruit residents to volunteer and participate in other civic activities.
- *Manage contact information* of volunteers, website and eblast subscribers and other contacts.
- *Create marketing materials* to promote the community website, volunteer opportunities and community events.
- Collaborate with other SCI staff, volunteers and partners on other projects to promote civic engagement, with an emphasis on integrating youth into activities of SCI and community partners.
- VOCs will have a strong online presence. At certain host sites, VOCs will serve as the primary webmaster for one of the SCI community websites. These members will also be the primary editors for the local civic eBlast. Some of the responsibilities of these roles will be to update content on SCI community portal websites, weekly civic eBlasts, community partner sites and other websites in order to recruit residents to participate in volunteerism and other civic activities.
- **ADD OTHER RESPONSIBILITIES UNIQUE TO YOUR HOST SITE**
- **ADD as many as you would like (try to be intriguing and include details...I.E. what events and projects the member(s) will be a part of).**

Required Skills for Essential Functions:

- Strong commitment to national service and the mission of SCI
- Desire to serve with diverse constituencies
- Excellent organizational and communication skills
- Ability to conduct community outreach and make presentations to community groups
- Excellent written and oral English communication skills
- Willingness to take initiative to achieve goals
- Strong project management/multi-tasking abilities
- A clear plan for living on the AmeriCorps stipend in the Greater Boston area
- Availability to attend community meetings & events during evening and weekend hours (frequency varies by position)
- **PLEASE NOTE IF A CAR IS NEEDED HERE (as mentioned in the application)**

Desired Skills:

- Regular access to a car recommended for certain sites
- Bilingual communication skills a plus.
- Knowledge of the community served a plus.
- Ability to serve on a team and independently.
- College degree or coursework is preferred, but not required.
- Knowledge of HTML, PHP and Drupal a plus for some positions
- *Must be 18 or older to serve with SCI AmeriCorps

Benefits of serving with SCI AmeriCorps:

- Excellent experience for future professional and educational opportunities.
- Pre-service orientation and on-site training provided by SCI; ongoing training opportunities and workshops.
- Members receive a modest living allowance during their service
- Post-service educational award of \$5,815
- Health insurance coverage available at no-cost premium

SCI is an Equal Opportunity Employer.

SCI welcomes applications from people with disabilities and will make reasonable accommodations for both interviews and service upon request. Positions contingent upon anticipated renewal of federal funding. Position descriptions will vary slightly based on partner site placement

- Additional local benefits may be available.

To Apply:

Send your **cover letter** and **resume** to Amelia Walters at americorps@socialcapitalinc.org or via regular mail to:
Social Capital Inc. 165M New Boston St., Suite 233, Woburn, MA 01801

Please note in your cover letter if you prefer to be considered for any specific location or position.

Questions? Email americorps@socialcapitalinc.org or call 781.935.2244
www.socialcapitalinc.org

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