



SCI

AmeriCorps

MASSACHUSETTS
SERVICE ALLIANCE

SCI AmeriCorps – Volunteer Outreach Coordinator

The SCI AmeriCorps program supports youth success by connecting young people with the relationships, experiences, and resources they need to succeed. Members implement volunteer outreach and capacity building activities that increase volunteer participation, and provide leadership training and service-learning opportunities for youth. Since 2007, SCI AmeriCorps members have served at various host sites in Greater Boston, who are aligned with the mission of Social Capital Inc.

SCI AmeriCorps is currently looking for members to fill Volunteer Outreach Coordinator (VOC) positions for a 1700-hour service commitment between September 2021 and June 2022. The VOC will develop and implement practices for effective volunteer engagement at their host sites by focusing on SCI's core values of relationship development and nurturing local social networks.

HOST SITE OPPORTUNITY – Youth Villages MA/NH (Woburn, MA)

The SCI AmeriCorps member will report to the Regional Communications Manager and have:

- Marketing Responsibilities (*50% of role*): drafting success stories of youth & families, supporting internal communications, managing the communications schedule, and supporting media pitches.
- Development Responsibilities (*50% of role*):
 - Support Volunteer and Donor Engagement Coordinator on Backpack Heroes Initiative (*August*) and Holiday Heroes Initiative (*November/December*).
 - Support Development Manager on Events – Fall Event Series (*August–December*), Spring Celebration (March - May) and a Backpack Heroes Event (*May/June*).
 - Provide administrative support with analyzing event data, maintaining strong Salesforce records, data entry, acknowledgement letter support as needed, writing thank you notes, and managing team credit card submittals
 - Provide team support around editing, writing content and engaging donors through various forms of communications including emails and printed materials.
 - Attend all meetings that are required for the team and coincide with position requirements (*Some evening meetings/events will be required.*)

REQUIREMENTS

- Able to commit to Full-Time service in local communities with diverse residents
- Background in marketing and communications and will have experience in editing and writing engaging content preferred.
- Project management experience with strong attention to detail, willingness to ask clarifying questions and strong team engagement skills preferred.
- *This position will begin in August 2021. Access to a car required.*

BENEFITS

- Receive a Taxable Stipend up to \$18,000/year, paid bi-weekly
- Earn a Federal Education Award worth \$6000+ on successful completion of service
- Professional Development Trainings
- Eligible for Free Health Care at a no cost premium
- Can receive Student Loan Forbearance during active service

To apply please send a resume and cover letter to americorps@socialcapitalinc.org (Attn: Philip Gordon, Program Director), OR, submit an application through the [MyAmeriCorps](#) portal (search "Volunteer Outreach Coordinator" in the Program Name field)

Social Capital Inc. is an equal opportunity & inclusive employer and welcomes ALL candidates regardless of race, ethnicity, religion, sex, gender, sexual orientation, or gender identity.