



Communications AmeriCorps VISTA Member

Service Position Summary

Serve on the external relations team providing capacity building support in media relations, strategic communications, and marketing. Specific projects include: writing for newsletters, website, and news releases; graphic design projects; photography of coaches & students for publications; and website maintenance. Reports to the External Relations Team.

Essential Functions

- Communicate with program staff and media representatives either through phone or email
- Write and edit content for newsletters, website, and news releases using Microsoft Word
- Create marketing materials and publications using Adobe InDesign
- Gather and archive documentation of program year, using a digital camera, audio recorder and video camera
- Research, interpret and communicate information about speaking engagements, external audiences, and key contacts using constituent database and the internet
- Participate in weekly meetings and trainings; including periodic external trainings
- Frequent printer, copier, and fax machine use

Marginal Functions

- Assist in student recruitment (generating visibility, leading information sessions at partner high schools, collecting applications, conducting interviews, and tracking data)
- Assist with AmeriCorps recruitment (generating visibility on college campuses, tabling, speaking to college classes)
- Serve as a substitute in junior and senior class sessions
- Supervise 9th and 10th grade workshops at partner high schools
- Chaperone campus visits, college fairs, and other events for students
- Assist with other organizational tasks as requested; i.e. coordinating deliveries to the printer and post office, working with the media, leading trainings for other AmeriCorps members, etc.

Requirements

College degree required. Strong interest in communications, education, youth work, social services, or related fields. Comfort working with individuals from a variety of backgrounds. Demonstrated commitment to public service and social justice. Excellent leadership and written and oral communication skills. Outstanding organization and time management abilities. Able to multi-task, manage multiple deadlines, and handle potentially stressful situations with maturity in a fast-paced environment. Capable of working independently and with others. Access to reliable transportation required.

AmeriCorps is committed to engaging individuals without regard to disability, gender, race, religion or sexual orientation. Reasonable accommodations provided upon request to qualified individuals. If you feel you need an accommodation, please notify Admission Possible.

