



Greater Cleveland Neighborhood Centers Association (GCNCA)
1814 East 40th St., Suite 4D, Cleveland, OH 44103
Telephone (216) 298-4440 www.gcnca.org

Title: AmeriCorps VISTA Member

Position Summary: AmeriCorps VISTA (Volunteers in Service to America) members serve one year in full-time service to address the needs of low-income communities. Being an AmeriCorps VISTA member is about making a tangible difference for communities and individuals dealing with some of our Nation's biggest challenges: poverty, inequity, homelessness, and lack of access to education. VISTA members help to build the capacity of organizations that are working to alleviate poverty all across the country. GCNCA has been selected as a Sub-site of Think-Tank, Inc. to sponsor an AmeriCorps VISTA, and this position will focus on developing outreach and marketing campaigns, building a social media presence, creating a program database, writing grants, recruiting volunteers, and will be an integral part of the NCA team.

Term of Service: The 1-year service commitment will begin on October 24, 2019 and end on October 23, 2020. The position is full-time, approximately 40-hours per week, and based at our office in Cleveland, Ohio in the MidTown neighborhood. Hours are 9:00 am - 6:00 pm M-F, with a one-hour unpaid lunch.

Reports to: AmeriCorps Project Director. The Member will also be guided by NCA Program Managers, Executive Director, and Board Members.

Greater Cleveland Neighborhood Centers Association: In support of the mission of NCA, the AmeriCorps VISTA member will support and strengthen the capacity of the center to provide human services and education for children, families, and seniors, and to advocate for the social, economic and political well-being of Greater Clevelanders. Through our Partners for Student Success (P4SS) program, NCA both directly and via community partners provides after school and summer programming to primarily Cleveland public schools. The program outcomes of the P4SS programs focus on academic enrichment in reading and math, positive youth development, college and career readiness (Grades K-12), and parent engagement. Through our IConnect, program, NCA serves older adults both directly and via community partners with programming via the Internet, telephone, and in-person at selected sites. The IConnect program aims to reduce social isolation among older adults by increasing social interaction, participation in activities with others, and engaging in new experiences. Through NonProfit Advantage (NPA) program we provide finance and accounting and other business support services for community based organizations.

Major Responsibilities:

- I. Assist NCA leadership (staff & volunteers) in creating a marketing development plan to increase community support. Develop PR and marketing items such as flyers, brochures, signs, and newsletters
- II. Increase brand awareness of NCA programs (IConnect, NPA and P4SS) by developing a strong social media plan
- III. Maintain social media platforms
- IV. Assist in fundraising and grant writing efforts to support NCA programs

- V. Develop and maintain a user-friendly program calendar accessible to users in multiple formats recognizing the diverse target audience is composed of various demographics, learning styles, and preferred formats (online, paper, etc.)
- VI. Design a volunteer recruitment plan for P4SS and IConnect programs for episodic and ongoing volunteers
 - a. Establish a database and portal for volunteer registration
 - b. Develop a curriculum and training plan for eligible volunteers recruited for working with P4SS staff and EduCore Literacy Specialist
 - c. Coordinate with IConnect staff on development of the volunteer training plan to recruit content providers
- VII. Work with NCA Board and Leadership to design, create and update a new web site
 - a. Design and develop new interfaces for users
 - b. Work with Board and Executive Leadership to select colors, fonts, and design patterns
 - c. Develop website design strategy for new website builds with a focus on user experience

Other

- Fulfill all professional development and related activities as outlined by Think Tank, Inc.
- Participate in NCA activities such as staff meetings and other events related to IConnect and/or P4SS

Minimum Qualifications

- Ability to pass a criminal history background check that would allow for work in an organization that provides programs for youth and/or older adults
- High school diploma or equivalent
- At least 18 years of age
- Proficient in Microsoft Office, Adobe products, and social media platforms
- Hold one of the following: citizenship or legal residency statuses: US citizen, US National, Lawful Permanent Resident, and persons legally residing within a state

Preferred Qualifications

- Bachelor's degree in public relations, marketing, nonprofit administration/management, or related field
- Volunteer and/or work experience serving youth, families, and/or older adults
- Positive and professional verbal, written and interpersonal communication skills
- Strong organizational skills; ability to self-direct and implement innovative strategies
- Experience with web site development
- Experience with development of marketing and promotion materials
- Experience in development/fundraising

AmeriCorps VISTA benefits

- Monthly living allowance of approximately \$944 per month
- \$200 per month housing stipend
- Basic health coverage, student loan forbearance, and basic child care assistance
- Education award of \$6,095 or a cash stipend of \$1800 upon successful completion of service
- One year of non-competitive eligibility (NCE) for federal government jobs
- Extensive training, professional development, and networking opportunities
- Relocation allowance depending upon eligibility
- Paid federal holidays, sick, and personal days

To apply for the AmeriCorps VISTA Member position at NCA, email your resume and cover letter to Valerie Beutel, AmeriCorps Project Director, at vbeutel@gcnca. For additional information, contact Valerie Beutel at vbeutel@gcnca.org or 330.842.2200.