

Serve a Year with SCI AmeriCorps at The Food Project in Lynn, MA!



10 month service positions from September 2018 to June 2019

AT SCI - WE BUILD

SOCIAL CAPITAL

Social capital is the value of all "social networks" and the inclinations that arise to do things for each other.

Why build it?

Higher social capital equals:

- TRUST
- STRONG SOCIAL NETWORKS
- SENSE OF COMMUNITY
- HIGHER CIVIC ENGAGEMENT

A program from Social Capital Inc. (SCI), SCI AmeriCorps supports youth success by increasing volunteerism and providing leadership training and community service opportunities for youth. The goal of the SCI AmeriCorps program is to connect youth with 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 community service opportunities for youth**.

Some benefits of serving with SCI AmeriCorps:

- Ongoing training opportunities and workshops
- Members receive a **modest living allowance** during their service
- Post-service Segal AmeriCorps **Education Award of \$5,920**
- **Health insurance** coverage available at no-cost premium
- Most members receive student **loan deferment** while serving
- Real life **experience** that is not offered in a typical internship/job

About AmeriCorps

Joining AmeriCorps is a way to put your idealism into action. AmeriCorps is an experience. AmeriCorps is a real-life education and work experience wrapped into one. As a member, you will learn teamwork, leadership, responsibility and other essential skills that will help you for the rest of your life. You will also gain the personal satisfaction of taking on challenges and seeing results.

About Social Capital Inc.

Founded in 2002, SCI's mission is to strengthen communities by connecting diverse individuals and organizations through civic engagement initiatives. We envision a nation where individuals are strongly connected to their neighbors and play an active role in shaping the destiny of their communities.

Volunteer Outreach Coordinator (VOC)

Volunteer Outreach Coordinators 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. The VOC will do the following at The Food Project:

- 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 have a strong online presence. Members update content on SCI community portal websites, civic eblasts, community partner sites and other websites to recruit residents to participate in volunteerism and other civic activities. At some host sites, VOCs serve as the primary webmaster for an SCI community website and primary editors a civic eblast.

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

- Recruit and manage volunteers across three programs: *Work for Share (WFS)*, *Serve & Grow*, and *Lynn Grows*.
- Participate in each volunteer program to build relationships with current volunteers and staff.
- Manage recruitment and operations for *Work For Share*; explore expansion of *WFS* during the summer and winter with The Food Project staff and FoodCorps Service Members.
- Oversee and assist TFP staff with planning the process and strategy for *Lynn Grows* social media marketing.
- Assist development team to manage and recruit volunteers from the North Shore area for *Serve & Grow* sessions.
- Formulate, implement, and evaluate the Career Day Exploration with our North Shore team and research a wide range of career opportunities utilizing youth interest and feedback.
- Collaborate with TFP staff and Lynn Grows Committee Members to implement events and volunteer opportunities at the new North Shore Greenhouse.
- Assist marketing team to ensure information on Work for Share and Lynn Grows residential engagement opportunities are up to date and collaborate on marketing materials including posters, mailings, banners, and informational material.
- Matching volunteers with the best program for the volunteers, our youth, and our food justice goals in the community.
- Analyze current volunteer systems and contacts, interview current staff members and present and past volunteers on their experience, and develop a proposal to increase volunteer capacity and improve engagement with volunteers.
- Increase volunteer engagement in all three programs, enabling youth to lead more community members in addressing food injustice on the North Shore by raising awareness and working on the land together.
- Utilize technology and in-person outreach to support the recruitment and outreach efforts with volunteers. The SCI AmeriCorps member's online and in-person interactions will support the evaluation of our programs with volunteers.
- Manage short- and long-term contact record-keeping and solicitation, and utilize our database and outreach experience to engage volunteers through email marketing.
- Provide support for our youth development activities, where appropriate.

Required Skills/Qualifications:

- Strong commitment to national service & the mission of SCI
- Desire to serve with diverse constituencies
- Excellent organizational and communication skills
- Ability to serve with youth in a group setting; past experience with youth helpful (for YLC)
- Ability to conduct community outreach and make presentations to community groups (for VOC)
- 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)
- Must be a U.S. Citizen or a lawful permanent resident alien of the United States

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

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 \$5,920.
- Health insurance coverage available at no-cost premium

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.

www.socialcapitalinc.org
AmeriCorps@socialcapitalinc.org



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