

## SCI AmeriCorps Position Description – Serving at The Food Project

10 month service positions from September 2017 through June 2018



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 Lawrence to Fall River.

The Food Project, a partner of SCI AmeriCorps program is looking for one member to serve as a Volunteer Outreach Coordinator.

### About Host Site:

The Food Project's mission is to create a thoughtful and productive community of youth and adults from diverse backgrounds who work together to build a sustainable food system. Our community produces healthy food for residents of the city and suburbs, provides youth leadership opportunities, and inspires and supports others to create change in their own communities. We envision a world where youth are active leaders, diverse communities feel connected to the land and each other, and everyone has access to fresh, local, healthy, affordable food.

### 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.

- *Recruit and manage volunteers across two programs: Work for Share and Lynn Grows*
- 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 both 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. Formulating, implementing, and evaluating the Career Day Exploration program with our executive team on the North Shore.
- *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.
- *Matching volunteers* with the best program for the volunteers, our youth, and our food justice goals in the community.
- Manage short- and long-term contact record-keeping and solicitation, and utilize our database and outreach experience to engage volunteers through email marketing.
- 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.
- Collaborate with 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.
- Participate in each volunteer program to build relationships with current volunteers.
- Provide support for our youth development activities, where appropriate.

### 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
- Ability to serve with youth in a group setting; past experience with youth helpful
- 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)

### Desired Skills:

- Reliable access to a car; driver's license (strongly desired)
- Bilingual communication skills a plus, in particular, Spanish proficiency
- Knowledge of the Lynn community a plus.
- Ability to serve on a team and independently.
- College degree or coursework is preferred, but not required.

\*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
- Additional local benefits may be available.

### To Apply:

Send your **cover letter** and **resume** to Leah Mulrenan at [americorps@socialcapitalinc.org](mailto: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](mailto:americorps@socialcapitalinc.org) or call 781.935.2244

**[www.socialcapitalinc.org](http://www.socialcapitalinc.org)**

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