



**United South End Settlements
AmeriCorps VISTA**



Community Engagement Coordinator

The mission of United South End Settlements (USES) is to harness the power of our diverse community to disrupt the cycle of poverty for children and their families. USES believes families have the best chance to reach their potential when they have long-term, holistic support. At USES, our focus is on helping caregivers and families with children under 12, although our door is open to children and adults from diverse family settings. We help families reach their goals through one-on-one coaching and connect parents/caregivers to our job training program and our quality education and enrichment opportunities for children, including early childhood education, after school and summer enrichment programming, and a sleepaway camp in New Hampshire.

USES also believes that children and their families can access the greatest opportunities when we welcome people from various backgrounds and perspectives. We intentionally promote community and bring together people from different backgrounds through diversified enrollment, volunteerism, networking and other community building opportunities. We operate in three locations in the South End – Harriet Tubman House, South End House, and the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. To learn more, please visit our website at www.uses.org.

GENERAL DESCRIPTION

The AmeriCorps VISTA Community Engagement Coordinator will develop strategies and pilot programming that focuses on social capital development and brings together community members and families across the racial/socioeconomic divide in our neighborhood. This VISTA’s service will enable us to take the next step in harnessing diversity through programming that engages neighbors from all backgrounds and experiences, helping families to achieve economic mobility and, ultimately, break the cycle of poverty.

RESPONSIBILITIES

- Build capacity around USES’s social capital strategies and programming (includes identifying strengths and challenges of USES’s current work and making a plan for improvement, as well as conducting trainings/workshops with staff, board, and volunteers to build a common understanding of social capital).
- Develop and implement marketing and outreach strategies to new South End residents to support USES’s outreach staff in driving engagement in USES’s programs.
- Partner with staff to develop a pipeline with opportunities to move new contacts on a trajectory to meaningful engagement and financial support.
- Develop and coordinate opportunities for parents to engage broadly in USES’s model.
- Develop and launch a monthly engagement series for families, designed to interest and engage all members of the community regardless of income level.

QUALIFICATIONS

- 18 years of age or older
- Bachelor’s Degree
- Experience with or interest in volunteerism and community engagement

- Ability to balance service commitment with other family/work/school/community commitments in a sustainable way
- Commitment to USES's mission and core values
- Strong leadership and interpersonal skills
- Flexible, creative and willing to go beyond one's comfort zone
- Ability to take initiative to be an independent worker and team player
- Appreciation of the utility, collection and analysis of data
- Good organizational skills; able to multi-task
- Proficiency in Microsoft Office (Word and Excel)

LIVING ALLOWANCE

- \$20,640/ year; \$56.55/day

MEMBER BENEFITS

- Health Coverage
- Relocation Allowance
- Training & Professional Development
- Choice of Education Award or End of Service Stipend
- Local Subway Monthly Pass
- Childcare assistance if eligible

For more information on member benefits, visit <https://www.vistacampus.gov/in-service/benefits-service>. For details about AmeriCorps VISTA healthcare benefits, please visit www.vistacampus.gov/healthcare.

Term of Service

- Position Start Date: 11/13/2018*
- Position End Date: 11/12/2019

Please note this is a one-year national service position. Service commitment will average 40 hours per week during the following days/times: Monday-Friday, 8:30am-5:30pm, **with 1-2 evenings per month until 8:30 PM** and occasional weekends, scheduled with advanced notice.

**Virtual Member Orientation for this position will be November 13, 2018.*

APPLICATION INSTRUCTIONS

To apply, visit <https://my.americorps.gov/mp/listing/viewListing.do?id=80579&fromSearch=true> and click "**Apply Now**" to fill out your official AmeriCorps VISTA application.

Accepted members will be required to undergo a criminal offender and sexual offender background check.

To learn more about this position, contact Tory Stephens, Director of Individual Giving, at tstephens@uses.org or 617-375-8143.