

**SCI AmeriCorps Position Description – Serving at (HOST SITE)**  
*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 Lynn to Fall River.

*Fenway CDC is a partner of Social Capital Inc and the SCI AmeriCorps program. At Fenway CDC, we are looking for one member to serve as a Volunteer Outreach Coordinator.*

Fenway CDC believes in the right of everyone to live in a neighborhood with excellent access to jobs, education, healthcare, parks, transit, and culture. We are 43-year- old community-based organization that is run by our members. We work to keep the Fenway diverse, sustainable, and open to everyone by:

- Creating and protecting housing for low- and moderate-income households, including families and the elderly;
- Strengthening residents' ability to shape the community's future through organizing, advocacy, and planning;
- Connecting households with services and resources that can help them thrive; and
- Promoting the Fenway's character as a residential district with a unique mix of businesses; academic, cultural and medical institutions; and grassroots artistic and cultural activity.

**Volunteer Outreach Coordinator (VOC) Basic Responsibilities**

Fenway CDC seeks a SCI AmeriCorps member to support the expansion and community engagement of our Community Programs department, as well as member engagement and volunteer recruitment within our growing membership base of 200+ members. Within Community Programs, the AmeriCorps member will support our goal of connecting residents with social services, jobs and resources through our Walk to Work program, as well as creating a healthier, more family-friendly neighborhood through the Fenway Family Coalition. The SCI AmeriCorps member will engage in a combination of activities including:

- Recruiting volunteers and attendees for health, wellness, workforce development, and financial empowerment workshops, including Walk to Work, Fair Foods, and the Fenway Family Coalition programs;
- Building Fenway CDC's food programs in the community by coordinating a recipe demonstration and nutrition education program and expanding food resources to complement our existing biweekly Fair Foods offering;
- Coordinating with local universities to promote student civic engagement and coordinate service-learning opportunities;
- Facilitating and troubleshooting the utilization of Fenway CDC's CiviCRM database software system to streamline stakeholder communications, track data, and increase information sharing;
- Conducting one-on-ones, door-knocking, and community meetings and facilitate ongoing communication to existing and potential members through social media (Facebook, e-newsletter, website and etc.) to inform, educate, and mobilize residents, attract volunteers and connect them with CDC activities and programs;
- Coordinating logistics and volunteers for career and resource fairs and workshops;
- Managing a member engagement rewards program with Union Capital Boston;
- Designing a volunteer outreach and engagement plan aiming to increase the capacity of volunteers, promote volunteer appreciation, and develop a communications plan that includes overall outreach and resident engagement; and
- Assisting on additional projects as support for special events, such as the FCDC Annual Meeting and the Fenway Ball, while building improved processes and documentation along the way.

Fenway CDC hopes to recruit more active volunteers and members to support our civic engagement efforts. These activities will build capacity within Fenway CDC and increase civic engagement within the Fenway community, which is increasingly pressured by a growing student presence and rising living costs.

**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
- 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 occasional community meetings & events during evening and weekend hours

**Desired Skills:**

- 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.

**\*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 Amelia Walters 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