



Fenway CDC and SCI AmeriCorps Are Seeking A Volunteer Outreach Coordinator from the Mission Hill or Fenway

Volunteer Outreach Coordinator Job Description 2020-2021

Fenway CDC works to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices. Each year, Fenway CDC serves vulnerable, low-income, and moderate-income residents by helping them access affordable housing, social services, job skills training, employment opportunities, financial education, fresh healthy food, and civic engagement activities.

The SCI AmeriCorps program connects youth with relationships, experiences and resources they need to succeed. Our Members support youth achievement through volunteer outreach and capacity building that provides leadership training and community service opportunities for youth.

We are currently looking for members to fill Volunteer Outreach Coordinator (VOC) positions for a 1700-hour service commitment between September 2020 and June 2021. Since 2007, SCI AmeriCorps members have served at various host sites, who are aligned with the mission of Social Capital Inc. The VOC will develop and implement practices for effective volunteer engagement at their host sites by focusing on SCI's core values of relationship development and nurturing local social networks.

HOST SITE OPPORTUNITY – Fenway Community Development Corporation

The Volunteer Outreach Coordinator will support the expansion and community engagement of our Community Programs department. This is a one year SCI AmeriCorps position from 2020 to 2021, funded by the Mission Hill/Fenway Neighborhood Trust grant.

Reporting to the Fenway CDC's Director of Community Programs, the Volunteer Outreach Coordinator will support our goals of connecting vulnerable and low-income residents in the Mission Hill and Fenway neighborhoods to access social services, education advancement program, employment opportunities, and community resources to stabilize and improve their quality of life.

The Volunteer Outreach Coordinator will be trained to conduct community outreach, identify and analyze the education and training needs of program participants, provide counseling, offer referral services, and conduct follow-up to ensure successful placement of participants. Most of the activities are conducted virtually through conference calls (audio or video), emails, and online platforms. Selected outreach activities will be conducted on-site if required, and will comply with the safety guidelines of Massachusetts state.

Responsibilities:

1. Design a volunteer outreach and engagement plan to recruit program participants for education and workforce development program and social service referrals
2. Work with Director of Community Program, staff, and community partners to coordinate and place participants into programs and services
3. Recruit program participants, conduct phone interviews to identify the needs of participants, provide counseling, and link potential participants to education and skills training program
4. Conduct community outreach to recruit participants and promote the program to community residents of Fenway and Mission Hill neighborhood by leveraging on social media, online communication platforms, and collaborate with potential community partners
5. Produce program and informational materials and distribute to Mission Hill and Fenway Neighborhood to increase program awareness
6. Coordinate logistics and engage volunteers to plan and implement activities for the program
7. Review and suggest edits for resume and cover letter for program participants
8. Enter program outcomes and data in tracking system and prepare program reports

Qualifications:

- Bachelor's Degree preferred
- Strong written and oral communication skills
- Able to work with a diverse population, especially with people of color
- Strong organizational skills, time management, and attention to detail
- Prepare and maintain individual participant case files and collect program data
- Ability to prepare internal/external reports as required
- Initiative, flexibility, self-motivated, and a problem-solver

Benefits:

- Receive a Taxable Stipend of \$14,000/year, paid bi-weekly
- Earn a Federal Education Award worth \$6000+ on successful completion of service
- Professional Development Trainings
- Eligible for Free Health Care at a no cost premium
- Receive Student Loan Forbearance during active service

Learn more about Fenway CDC's work at www.fenwaycdc.org

To apply, please send a resume and cover letter to kanderson@fenwaycdc.org
Attn: Kris Anderson, Director of Community Programs