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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



YMCA International Learning Center
Boston, MA
Grant Writer and Community Outreach Specialist
Job Opening: AmeriCorps VISTA Position

Itching to try grant writing, fundraising, and feel confident in your sales abilities? Adult immigrants learning English to gain respect and economic options need your help.

For over 40 years, the YMCA International Learning Center has been increasing the confidence, skills, and economic opportunities for adult immigrants from over 150 countries. Over 31,700 English language learners have increased their independence, improved their jobs, and sharpened their academic and technical skills. Located in the heart of downtown Boston, we are accessible by all public transportation routes.

Description of Position:

- Research and write grants
- Plan fundraising activities
- Pitch program to new potential partners, build relationships, and increase reach of advertisements by making marketing outreach calls and traveling around Boston to present to local university student groups
- Evenings and Saturdays required. Shifts vary.
- 40 hours per week
- June 18, 2018, to June 20, 2019
- Free YMCA gym membership for household
- Work alongside a caring team
- Play an important role in helping adult immigrants push through adversity to improve their and their family's opportunities
- AmeriCorps VISTA annual living stipend \$20,584 plus \$ 5,920.00 education award after the year of service

Qualities Needed for Position (please address in cover letter):

- Strong computer skills, i.e. Microsoft Office, especially Excel and Word, internet research. Can learn our online database quickly
- Excellent communication, teamwork, and social skills
- Strong professional phone presence
- Passion for adult immigrant rights and a sense of service
- Great research skills and loves learning
- Works well independently
- Great people-person, establishes new relationships easily. Outgoing.
- Positive. Influences others to act and try new things.
- Hard worker, can keep self on task; motivated to follow through and persevere to meet deadlines and handle multiple priorities. Determined and curious.
- Able to navigate public transit in Boston
- Mature. Good decision maker. Trustworthy. Knows when to ask for help.
- Excellent writer
- Quicker learner
- 18 years old
- US Citizens, nationals, or legal residents
- Successfully complete a criminal background check.
- Political advocacy, organizing or demonstrating while on VISTA duty, or while perceived to be on duty, is prohibited

To apply: Submit both applications through 1) My.AmeriCorps.gov and 2) <http://ymcaboston.org/ilcvolunteer> by Monday, April 20, 2018.