



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



YMCA International Learning Center
Boston, MA
Marketing, Communications, and Promotions
Job Opening: AmeriCorps VISTA Position

Test your marketing and digital content gathering and editing skills. How many more adult immigrants can you bring through our doors with your promotions campaign? Apply today to join the YMCA International Learning Center and see.

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:

- Gather, edit, and organize print and digital content, i.e. photos, videos, website, stories and quotes
- Design and implement a marketing campaign
- Craft digital newsletters
- Organize a resource fair with 300 attendees
- 40 hours per week. Some evenings and weekend hours required.
- 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. Excel and photo and video editing programs. Can learn our online database and digital marketing software quickly.
- Monitor tasks assigned to others to ensure accurate execution and follow-through
- Attention to detail
- Excellent communication and writing skills
- Professional office demeanor
- Passion for adult immigrant rights and a sense of service
- Works well independently
- Hard worker, can keep self on task; motivated to follow through and persevere to meet deadlines and handle multiple priorities.
- Positive
- Able to navigate public transit in Boston
- Mature. Good decision maker. Trustworthy. Knows when to ask for help.
- 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.