



826DC Volunteer Engagement Specialist AmeriCorp VISTA

Employment Type: AmeriCorps-VISTA

Reports To: Director of Education

Department: Programs

826DC is an award-winning youth writing and publishing center that has operated in the District of Columbia since 2008. We believe that great leaps in learning can happen with one-on-one attention and that all youth deserve the opportunity to share their stories widely through writing. In service to our commitment to amplifying student voices, 826DC's young authors have been featured in eleven professional anthologies, The New York Times, The Washington Post, and on NPR and CBS News.

826DC is part of a national network of youth writing centers, 826 National, which was founded by veteran educator Nínive Caligari and author Dave Eggers and was voted one of the top 30 companies to work for by GOOD Magazine. 826 National has garnered the American Literacy Prize from the Library of Congress for its pioneering work to eradicate illiteracy in the United States, and 826DC was honored with the Mayor's Arts Award for Outstanding Contribution to Arts Education in the District of Columbia.

The Volunteer Engagement Specialist (VES) VISTA plays a critical role in the operations of 826DC by cultivating a robust internship and volunteer program, which serves as the foundation for 826DC's award-winning programs. The VES VISTA will create strategies and systems for implementing volunteer recruitment and retention efforts citywide, develop the organization's University Engagement Program, and reimagine and execute volunteer training and engagement practices. This is an excellent opportunity to work closely with the Programs staff and Director of Education to contribute to a highly impactful and imaginative mission in the District.

Responsibilities

Volunteer and Intern Cultivation

- Schedule and implement volunteer orientations on-site and off-site.
- Attend recruitment fairs and actively recruit volunteers and interns from diverse backgrounds.
- Serve as the first point-of-contact for volunteers interested in 826DC, and as the support point-of-contact for volunteer and intern engagement in 826DC programs and projects.

Volunteer and Intern Engagement

- Collaborate with programs staff to schedule and engage volunteers and interns.
- Facilitate volunteer and intern appreciation and recognition events both on- and off-site.



- Engage volunteers in a frequent, friendly, and supportive manner.
- Send regular volunteer newsletter.
- Send weekly program-specific volunteer newsletter, as needed.
- Support and co-lead all volunteer trainings and information sessions and, where necessary, work alongside program staff to create and execute trainings.
- Support the growth of a sustainable and diverse volunteer and intern base through partnership development supported by Director of Education

Program Administration

- Ensure that volunteers and interns follow rules and guidelines for participation.
- Support clearance/background check process, and follow standard procedures for clearance expiration notification.
- Collect relevant evaluation data, including but not limited to: administrate 826DC volunteer feedback surveys, track and analyze volunteer time contribution.
- Administrate volunteer database.
- Cultivate and steward 826DC interns, including supporting the intern program, onboarding, training, and recruitment.
- Move volunteers through the onboarding process, or redirect their engagement to other core support areas.
- Implement DEI best practices in volunteer recruitment and training.

Miscellaneous:

- Work closely with the staff of 826 National, as assigned.
- Provide other services as reasonably requested.
- Other duties, as assigned

Qualifications

- Proficiency in Microsoft Office.
- Database management (Salesforce) experience is a plus.
- Excellent verbal and written communications skills with people of diverse backgrounds.
- Proven ability to organize and prioritize work.
- Proven ability to work independently with little supervision.
- Excellent interpersonal skills.
- Associate's or Bachelor's degree from an accredited college/university required, or current enrollment, or equivalent work experience.

Physical and mental demands: While performing the duties of this job, the employee is frequently required to stand, walk, sit, and occasionally lift and/or move up to 25 pounds. Pursuant to our values of inclusion, reasonable accommodations can be made regarding these requirements.



Application

Please send resume and cover letter to hr@826dc.org no later than June 12th with the subject line: Volunteer Engagement Specialist and complete the application directly via [Americorp VISTA listing](#).

Candidates of all ages and backgrounds are encouraged to apply. 826DC is an affirmative action/equal opportunity employer, and strongly encourages persons of color, females, LGBTQIA persons, and persons with disabilities to apply for this position.