**Resource Development and Communications VISTA Position Description**

The See Forever Foundation and Maya Angelou Schools in Washington, DC are seeking an Americorps VISTA member to serve in with our development and communications team. This VISTA member will work at our high school, located in NE, DC, In this role, the VISTA will work to help strengthen our organization’s brand awareness and increase monetary, volunteer and in-kind support. This position is for someone looking to develop their creativity through developing marketing and communications strategies.

The VISTA assignment is a one year term, starting October 28, 2019

**Major Duties**

Specifically, we are looking for a candidate with strong organizational, leadership and technical skills that will help us improve our marketing and communications strategies, while increasing support and youth advocates. This will be achieved through projects focused on the following areas:

* Develop Resource Manual and Calendar of Activities for our Student Ambassador Program, a leadership program for our students who represent our school to funders and partners, conduct school tours, and speak on behalf of their school.
* Update organizational style and marketing guides, as well as marketing materials
* Develop and implement a Maya Angelou Schools Newsletter with template(s) and production timeline with the end goal of increasing awareness of the organization and related events and activities.
* Inventory and organize video library and digital files to ensure historical documentation of organization’s history.

**Qualifications:**

Preferred candidates will have earned a bachelor’s degree and will possess:

* Strong commitment to See Forever’s mission to see that all youth succeed
* Understanding of and commitment to National Service and the ideals of the Americorps VISTA program to fight poverty
* Experience working in non-profit and/or youth serving organizations
* Experience or willingness to work with students and guardians from urban environments
* Ability to manage multiple tasks
* Strong project management skills
* Strong writing and interpersonal skills
* Strong computer skills

Ideal Candidates will:

* Be flexible and have a team approach to problem solving
* Take initiative
* Be enthusiastic and motivated
* Be creative and willing to try new ideas
* Have strong communication skills

**About See Forever and the Maya Angelou Schools**

The mission of the See Forever Foundation/Maya Angelou Schools is to create learning communities in lower income urban areas where all students, particularly those who have not succeeded in traditional schools, can reach their potential and prepare for college, career, and a lifetime of success. Our work is dedicated to the enrichment of the lives of young people, so that they see the world as full of opportunities for academic, personal, and professional advancement.  At the Maya Angelou Schools, students learn from a relevant and rigorous academic curriculum and receive wraparound supports such as mental health counseling, structured afterschool tutoring and enrichment programming, transition planning, college and career exposure opportunities, and (for less than 5 percent) a residential program. As a result of this program design, students with significant educational and emotional needs improve their grades, graduate from high school, and attend college or specialized career training programs.  Our programs are creating lasting change in the lives or our students, and more broadly, helping to break a cycle of poverty created by a broken educational system.

We operate a high school and Young Adult Learning Center, located at 5600 East Capitol Street, NE, Washington, DC. We also operate the Maya Angelou Academy in Laurel, MD, for youth from the District of Columbia who have been adjudicated delinquent.

Our Americorps VISTA program is an important component in our school community, with each member providing critical support and expertise. VISTA members are given the opportunity to be thought partners and leaders in our work, while giving them opportunities for professional and personal growth. Each member is highly valued in our work, and we look forward to welcoming new members to our team!

For more information about See Forever, please visit: www.seeforever.org

**About AmeriCorps**

AmeriCorps VISTA (Volunteers in Service to America) is the national service program designed specifically to fight poverty. Today, more than 46 million Americans live in poverty. AmeriCorps VISTA taps the skills, talents and passion of more than 7,000 Americans annually to support community efforts to overcome poverty. By serving with [AmeriCorps VISTA](http://www.nationalservice.gov/sites/default/files/documents/VISTA_fact_sheet_11_2013_508_compliant.pdf), you can make a tangible difference, and you’ll find the fulfillment that comes from using your knowledge and skills to help those in disadvantaged circumstances turn their dreams into reality.

VISTA members commit to serve full-time for a year at a community-based organization or institution working to fight poverty. The See Forever Foundation & Maya Angelou Schools have been awarded a grant to engage AmeriCorps Members in our efforts to improve the education and lives of urban youth in Washington, DC.

For more information on AmeriCorps, please visit: www.AmeriCorps.gov.

**Compensation**

Americorps VISTA members commit to living on poverty while fighting poverty. VISTA’s receive a living stipend, and spend a year living on a minimal income to experience the same challenges many of the constituents they serve face each day. In Washington, DC, the bi-weekly living allowance for VISTA members is $791.70 pre-tax. For information concerning the living stipend and benefits for the Americorps VISTA members, please visit:

<http://www.nationalservice.gov/programs/americorps/americorps-vista>

Members are asked to serve for a minimum of one year. The assignment will begin October 28th.

**To Apply**

To learn more about how to apply to be an Americorps VISTA, visit [www.nationalservice.gov/programs/americorps/americorps-vista](http://www.nationalservice.gov/programs/americorps/americorps-vista) and search for opportunities to serve in Washington, D.C. at See Forever/ Maya Angelou Schools We require that all applicants submit their application online through the Americorps site.

See Forever is an equal opportunity employer. We believe a diverse staff is a better, more effective staff. Persons of color are strongly encouraged to apply.