



SCI Social Capital Inc.

Connecting citizens to strengthen communities



Volunteer Outreach Coordinator

A ten-month AmeriCorps position

The mission of SCI Social Capital Inc. is to strengthen communities by connecting diverse individuals and organizations through civic engagement initiatives. We envision a nation where individuals are strongly connected to their neighbors and play an active role in shaping the destiny of their communities. This increase in 'social capital' will result in communities that are safer, healthier and more vital.

The Volunteer Outreach Coordinator (VOC) will develop and implement practices for effective volunteer engagement at Boston Alliance for Community Health (BACH) www.bostonalliance.org, drawing on SCI's emphasis on relationship development and nurturing local social networks. The focus will be on citywide effort and neighborhood efforts (particularly in communities of color). BACH is a partnership of eleven Boston neighborhood coalitions, hospitals, nonprofit community-based organizations, health centers, government agencies, and residents. BACH brings together over 50 groups working to improve a broad spectrum of health outcomes, address health disparities, and achieve racial and ethnic health equity.

Responsibilities

- Design a volunteer outreach plan aiming to increase the capacity of volunteers for BACH across citywide and neighborhood efforts
- Create a system for screening and matching volunteers to appropriate roles that meet BACH's and its affiliated coalitions' needs.
- Coordinate projects that engage volunteers in community health and neighborhood life such as community health improvement projects. This will also include recruitment of volunteers to provide childcare so that parents can participate in activities.
- Utilize technology and in-person outreach to recruit residents to volunteer and participate in other civic activities.
- Each VOC will recruit and coordinate at least 75 volunteers and document at least 200 additional individuals participated in community activities as a result of the member's service. They will help increase traffic by 10% for the SCI community web tools and social media accounts and BACH's partner website and social media accounts.
- Manage contact information of volunteers, website and eblast subscribers and other contacts.
- Create marketing materials to promote BACH, its website, volunteer opportunities and community events.
- Contribute to SCI community portals, MyDorchester.org and MyMattapan.org.

Required Skills for Essential Functions

- Excellent written and oral English communication skills
- Ability to conduct community outreach and make presentations to community groups.
- Excellent organizational and computer skills

SCI is an Equal Opportunity Employer. SCI welcomes applications from people with disabilities and will make reasonable accommodations for interviews and service upon request. Positions contingent upon anticipated renewal of federal funding.

- A commitment to national service and the mission of SCI
- The desire to serve with diverse constituencies
- Availability to attend community meetings and events during evening and weekend hours (frequency of these varies by position but typically there would be several of such events per month).
- Willingness to take initiative to achieve goals
- Strong project management/multi-tasking abilities
- A clear plan for living on the AmeriCorps stipend in the Greater Boston area

Desired Skills for Marginal Functions

- Regular access to a car or MBTA pass
- Knowledge of HTML, PHP and Drupal a plus for the positions that will serve as community portal webmasters.
- Bilingual communication skills a plus (Spanish, Vietnamese, Cape Verde Creole).
- Knowledge of Boston's neighborhoods a plus.
- Ability to serve on a team and independently.
- College degree or coursework is preferred.

Benefits

- Members receive a modest living allowance during their service.
- Post-service educational award of \$5,645.
- Health insurance coverage.
- Excellent experience for future professional and educational opportunities.
- Additional local benefits may be available.
- Pre-service orientation and on-site training provided by SCI; ongoing training opportunities and workshops through SCI and BACH.

To Apply¹

Send your cover letter and resume to americorps@socialcapitalinc.org, or via regular mail to:

Social Capital Inc.
165M New Boston St., Suite 233
Woburn, MA 01801

Please note in your letter if you prefer to be considered for the Woburn, Dorchester, Fall River, Boston or Lynn based positions. Questions or problems, email americorps@socialcapitalinc.org or call 781.935.2244.

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