



Development & Outreach Coordinator, AmeriCorps VISTA Oakland Literacy Coalition

Are you passionate about educational equity and social justice? Looking to make a real difference for children and families? Excited to gain professional skills and experience to springboard a meaningful and rewarding nonprofit career? During a year of AmeriCorps VISTA service with the Oakland Literacy Coalition you'll do all the above while building the capacity of an innovative and emerging nonprofit leading the effort to transform the Oakland community through the power of literacy and collaboration.

About Us:

The Oakland Literacy Coalition works to meet the literacy needs in our city, particularly for our youngest readers, by amplifying the impact of Oakland's literacy providers. We know that building a future where every Oakland child can learn and love to read will take all of us. That's why we've built a thriving network of organizations, agencies, funders, and stakeholders to support our city's learners and serve as an anchor for literacy efforts across the city. We facilitate learning and collaboration, leverage resources, encourage dialogue, and build awareness for a citywide literacy agenda that supports equity and outcomes for all students. Through our Oakland Reads campaign we inform, engage, and connect students, schools, community, and parents to resources to ensure every kid is ready for kindergarten and has the support they need to read and thrive by third grade. Our small and highly collaborative team is led by two Co-Directors, including a former VISTA member.

The Role:

As a key member of our team, you will fill a vital fundraising and outreach role. You will gain insight to the inner workings of a new and growing non-profit organization and get hands-on experience in fundraising, coalition building, and nonprofit communications. You will also assist with special projects as assigned that advance our mission. You'll receive benefits, build great connections in the local education and nonprofit field, and receive coaching and mentorship to support your professional growth.

This is a year-long position beginning February 2018. You will work full time out of our office in Oakland, shared with three other education nonprofit organizations, and will periodically attend off-site meetings and events.

This VISTA position is contracted through Prevent Child Abuse California's RISE VISTA program. You will attend a pre-service orientation and mid-year training with the other RISE VISTA members.

Development

You will be instrumental in helping the Coalition to strengthen our fundraising efforts and seek new funding opportunities to grow and sustain our work. Key responsibilities will include:

- Research prospective funding sources and assist in creating a fundraising plan.
- Work with the team to prepare grant applications, reports, and donation acknowledgements.
- Research best practices and draft marketing content and materials for potential donors.
- Provide timely and accurate data entry in Salesforce.

Outreach

You will work with the team to build awareness in the community about the Coalition's programs and impact. You will help to expand our base of partners and supporters and find ways to engage them in meaningful actions to promote literacy. Key responsibilities will include:

- Support the team to identify and implement opportunities to deepen volunteer engagement across the organization, our programs, and our network of members.
- Draft content for the website, curate the blog, and ensure updates are made in a timely manner.
- Prepare email newsletters and roundups to share news and member announcements.
- Manage the social media accounts for the Coalition and Oakland Reads. Source and post content with the goal to increase our presence and the level of engagement with our followers.

You Are:

- Passionate about social justice and excited to build the capacity of a new and growing nonprofit organization committed to educational equity.
- A go-getter with who takes initiative and ownership in your work with a desire to learn and grow.
- A team player with a “can-do” attitude who thrives in a dynamic setting and a proactive problem solver when faced with questions and challenges.
- A conscientious communicator with strong interpersonal skills and experience working with diverse communities.
- An excellent writer.
- Organized, attentive to details, and a capable multi-tasker.
- Proficient in Microsoft Office Suite and experienced working on social media platforms. (Familiarity with Mail Chimp, Word Press, Google Docs, and Salesforce a plus!)
- At least 18 years of age.
- A U.S. citizen, national, or legal permanent resident alien of the United States.
- Equipped with a valid Driver’s License, automobile insurance, and reliable means of transportation.

Benefits:

- Living allowance of \$1,850 gross per month.
- Housing stipend of up to \$500 per month.
- Choice between Educational Award of \$5,815 or cash stipend of \$1,800 upon completion of service term.
- Current student loan deferment or loan forbearance, if applicable.
- Emergency health benefit for individual.
- Childcare reimbursement of up to \$400 per month, if income eligible.
- Mileage reimbursement.
- Relocation reimbursement of up to \$550, if moving over 50 miles for this project.
- Ongoing coaching and mentorship from the Co-Directors.
- Connections with a wide range of Oakland literacy agencies and opportunities to build relationships with key stakeholders in Oakland education.
- Insight and experience with coalition building and cross-agency systems work (e.g. how to get multiple agencies and systems to buy-in and work together to push forward an agenda).
- Professional and leadership development trainings.

To Apply:

Applications must be submitted online through our posting on the AmeriCorps website:

<https://my.americorps.gov/mp/listing/viewListing.do?id=72375&fromSearch=true>

The Oakland Literacy Coalition is committed to creating a diverse and inclusive environment and does not discriminate on the basis of age, race, ethnicity, color, national origin or ancestry, cultural background, religious creed, sex, gender identity or expression, sexual orientation, marital/registered domestic partner status, physical or mental disability, medical condition, genetic information, military or veteran status, primary language, citizenship or immigration status, or any other consideration made unlawful by federal, state, or local laws.