

YWCA AmeriCorps Program
Position Description

- Position:** AmeriCorps Member / Community Outreach and Communications Assistant
- Responsible to:** Executive Director, One Roof
- Basic Function:** Assist in projects and tasks essential to meeting the marketing, PR and volunteer program goals of One Roof. This agency depends upon community involvement as well as individual volunteers to sustain its programs and services, including the three main annual events: Point in Time, Project Homeless Connect and Cardboard Connect.
- Basic Responsibilities:**
- Assist with writing and posting articles for One Roof's publications, website, social media. May require occasionally taking photographs or film video for such media.
 - Participate in soliciting volunteers and performing Point in Time, an annual event to track demographics of the area's population of people experiencing homelessness.
 - Participate in Project Homeless Connect, an annual event designed to remove the barriers that keep people homeless.
 - Maintain a positive relationship with local media and attract good attention for One Roof. This includes Letters to the Editor of local newspapers, stories on TV news and radio, and positive reviews and features online. The Community Outreach Assistant may be called upon to arrange interviews, write press releases and monitor coverage of One Roof and homelessness in the media.
 - Maintain One Roof's printed materials and distribute brochures and informational packets to specially-targeted venues.
 - Develop and enact creative ways to promote One Roof.
 - Attend required meetings and in-service trainings
There will be at least two required weekend service projects and at least one required service project that involves late night service.

Benefits of Position:

AmeriCorps living allowance
Educational award at end of service year
Health insurance for full-time members
Experience serving in a premier nonprofit
Networking in YWCA and community
Some flexibility
Extensive professional development
Skills development including group facilitation, public speaking, and program development

Minimum Qualifications:

Working knowledge of social media and good writing skills.
Experience with public speaking, or serving with the public
Knowledge of traditional media, PR or marketing
Bachelor's degree
Background check and citizenship clearance
A passion and a capacity for service that improves opportunities for those in greatest need

Essential Functions:

Must have sufficient manual dexterity to type efficiently
Must have excellent vision (must be able to view and read web pages, conduct online research and use Gmail, Twitter, Facebook, Mailchimp and PhotoShop)
Must be able to lift a minimum of 30 lbs. (trifold for out-of-office presentations weighs 28 + lbs)
Must be able to speak and be understood clearly (public speaking on behalf of the agency)
Must be able to move rapidly, at night, on possibly uneven ground including broken sidewalks, asphalt, steep inclines, and dirt for a minimum of 10 city blocks (Point in Time is held outside in the evening in streets, camps, and under overpasses.