

AmeriCorps Member Needed – Communications VISTA

Are you looking to jump-start your career by serving at a nonprofit organization? Join the Community Action Southwest team as an AmeriCorps VISTA member to help build capacity and serve as the **Communications Coordinator**.

This is an AmeriCorps position that provides a monthly living allowance, medical insurance, and a \$5,500 end-of-service Education Award. This is a full-time position that runs from July 2017 – June 2018.

Position Description:

Community Action Southwest is seeking a motivated, energetic and skilled individual to fulfill a one year AmeriCorps VISTA commitment. The AmeriCorps VISTA Member will work directly with CAS administration, management and staff to coordinate and focus organizational messaging to the community.

Responsibilities include:

- Help to facilitate CAS' 2017-2018 rebranding campaign;
- Help to craft CAS messaging to appeal to and/or recruit a wide range of audiences; foster families, clients, community, staff, board, partners, etc.
- In consultation with administrative staff, write, coordinate and organize media releases, social media postings and responses, electronic newsletters and correspondence with community;
- Participate in creation of print materials for distribution internally and externally;
- Participate in special event planning and implementation;
- Participate in speaking engagements with various community groups;
- Recruit and work with CAS volunteers on various projects;

Regular hours are M-F, 9:00 -4:30 p.m. Some evening and weekend hours may be required with flexible scheduling. This position will be based out of our office in Washington, PA but will require some light travel to other Washington County and Greene County locations. Mileage reimbursement will be provided.

Program Benefits:

Childcare assistance if eligible, Health Care Coverage, Living Stipend (\$11,676) and Education Award (\$5,550) at the end of your year-of-service.

To Apply:

Send a cover letter and resume to bschelling@caswg.org or mail to Britt Schelling, 150 W. Beau Street, Suite 304 Washington, PA 15301. Call 724-225-9550 x. 401 for more details.

More Information:

This position is an AmeriCorps VISTA position. For more information, visit www.americorps.gov; for more information on Community Action Southwest, please visit www.caswg.org.