

OUTREACH COORDINATOR

AmeriCorps VISTA position with Washington United Church of Christ

Full time (35 hours a week) from July 2024 to June 2025

HOST SITE DESCRIPTION: Washington UCC is located in the Zip Code of Cincinnati with the highest poverty rate. Washington UCC is targeting this population, by providing food, clothing, tutoring during the school year and a summer program for children, help for parents at Thanksgiving and Christmas, and guidance to social service resources for longer-term assistance.

PRIMARY DUTIES:

- Recruit and nurture volunteers for each program (community lunch, tutoring, summer program for children, Camp Cupboard free store, and special programs at Thanksgiving and Christmas) by creating training materials and volunteer documents. Create a system we can continue to use to communicate with volunteers going forward.
- Seek grants and financial contributions from foundations, individuals, businesses, and other church donors to fund expenses of the outreach programs. Create a grant searching and tracking system.
- Create a social media presence and expand communications network, utilizing existing newsletter and website.
- Create a file system we can use going forward for building repairs and maintenance.
- Create an outreach calendar.

QUALIFICATIONS AND PREFERRED SKILLS:

- Good writing and interpersonal skills
- Some college
- Capacity to work independently
- Computer and social media experience
- Creative problem solving skills
- Works well in a collaborative environment

BENEFITS:

- Training provided in grant-seeking and volunteer management
- Free housing in church-owned apartment
- Modest living allowance of \$878 biweekly
- End of service education award (\$7,395) for tuition or loan repayment or cash stipend (\$1,800)
- Federal student loan deferred during year of service
- Professional development, training and work experience
- Some meals provided
- Access to free food, clothing and household items
- Permitted to take classes or hold another job part-time, if does not interfere with this position

Washington UCC, 2950 Sidney Ave., Cincinnati, OH 45225

Contact Pastor Melissa Stephens at melissa@washingtonucc.org or 859-802-2745 or Laurel Humes at laurelh@zoomtown.com or 513-470-5661