

AmeriCorps VISTA Needed – Communications

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 and assist with the creation and implementation of marketing content, program promotions & much more.

This is an AmeriCorps position, which is a full time position that provides a monthly living allowance, medical insurance, and a \$5,570 end-of-service Education Award (For more information on AmeriCorps, visit www.americorps.gov).

This position runs from July 2017 – July 2018

Potential for Remote Work 1-2 days per week.

Position Description:

Community Action Southwest is seeking a motivated, energetic individual to fulfill an AmeriCorps Volunteer position. The AmeriCorps Member will serve as a Communications liaison for the agency.

This person will assist our Administrative Manager with all marketing, digital content, agency outreach and much more. Responsibilities include but are not limited to:

- Frame organizational mission to various audiences; clientele, sponsors, supporters, volunteers, staff, board
- Write and produce content for distribution
- Design flyers, graphics, e-vites, etc.
- Maintain and uphold branding strategy
- Facilitate social media presence
- Update website information
- Recruit for CAS programs
- Assist with special event planning
- Assist with the design and research of promotional items, company letterhead, etc.
- Assist with organizing and maintain a database of supporters
- Track return on investment of outreach efforts; suggest enhancements and changes if necessary
- Assist in generating new ideas to increase market penetration/communication strategies

Regular hours are M-F, 9:00 – 4:30pm. Some evening hours may be required. This position will be based out of our office in Washington, PA but will require some travel to and work at other locations. For more information about Community Action Southwest, visit www.caswg.org.

Program Benefits:

Childcare assistance if eligible, Health Care Coverage, Living Stipend (\$11,880), Education Award (\$5,570) **OR** End of Service Award (\$1,500) at the end of your year-of-service.

To Apply:

Send a cover letter and resume to jobs@caswg.org or mail to HR Generalist/Recruiter, 150 W. Beau St., Suite 304, Washington, PA 15301 or call 724-225-9550 ext. 477 for more details.