



AmeriCorps VISTA Announcement

Communications VISTA

College Mentors for Kids, Inc.
Indianapolis, IN

Organizational Mission, Vision, and Values

Mentoring transforms lives: we connect kids to college students through weekly on-campus activities that inspire growth, confidence, and brighter futures. Through our mentoring program, 1st through 6th graders in the community are paired one-on-one with a college student mentor and together they participate in activities focused on higher education and careers, culture and diversity, and community service. Our innovative program focuses on improving the likelihood that elementary school youth will achieve their optimum potential while providing high-quality service and leadership opportunities for college students. We currently serve around 2,700 kids and 3,200 college students across the country. **Our vision is for all school kids to look forward sooner and be able to give back later.**

We value:

- The power of mentoring
- A devotion to mission, community, and one another
- Belief in the human potential to achieve beyond current circumstances
- The exponential impact of the collective
- Fiscal responsibility
- 'Awesomeness' in every effort and interaction

College Mentors for Kids has a hardworking culture of mentoring, teamwork, service, and dedication. Candidates should have values, interests, and a work style that are aligned with this culture.

AmeriCorps VISTA Information

College Mentors for Kids is sponsoring an AmeriCorps VISTA from July 8, 2019 – July 7, 2020. The VISTA will not be considered an employee of College Mentors for Kids, but rather a volunteer through the Corporation for National and Community Service (CNCS). As such, compensation and benefits are determined by CNCS and are standard; they are not set by College Mentors for Kids.

Benefits include:

- A living allowance of \$944/month
- Optional healthcare benefits
- 10 personal days and 10 medical leave plus holidays determined by College Mentors
- Relocation assistance
- Child care assistance
- Upon successful completion of service, your choice of an education award of \$6,095 or cash stipend of \$1,800

VISTAs will work a full-time schedule which typically includes 40-45 hours per week Monday – Friday.

For more information on AmeriCorps VISTA, please visit

<https://www.nationalservice.gov/programs/ameriCorps/ameriCorpsvista>.

Communications VISTA Position

We are seeking a highly-motivated individual to serve in our Indianapolis office. The Communications VISTA's main objective will be to enhance our communication efforts with our constituents in order to increase engagement, resulting in increased awareness and support for our program. The Communications VISTA will report to the Director of Operations.

Responsibilities and Projects:

- Examine current donor stewardship efforts and tracking and design a process for a stewardship audit to ensure we are thanking and communicating effectively with donors
- Assist with maintaining strong data for constituents through our donor database
- Assess current communication efforts through mediums such as social media, website, eNewsletter, community reports, and other communication, suggesting enhancements as necessary
- Develop a process to track and measure communication efforts on an ongoing basis
- Collect and edit impact stories from program participants and create content from those stories for use in communication materials
- Maintain library of content and pictures for use by the organization
- Develop a PR plan for new communities with a standard protocol of suggested actions whenever we start a chapter on a new campus
- Other opportunities and responsibilities which support the overall mentor program and organization

Qualifications

- Undergraduate degree required
- Align with organizational values listed above
- Strong written communication skills
- Understanding of marketing and donor relations preferred
- Ability to work independently and as part of a team
- Creative, self-starter with the ability to create new processes or materials from scratch
- Detail-oriented

Application Instructions

To apply, please email your resume to Erin Cosler at ecosler@collegementors.org. We will review applications on a rolling basis and will make an offer as soon as we find an ideal candidate. We encourage applicants to submit their application as soon as possible.

Additional details regarding College Mentors for Kids may be found at www.collegementors.org. Equal Opportunity Employer.