

AmeriCorp Vista (Volunteers in Service to America) Position

Communications Specialist AmeriCorp Vista

Communications Specialist Vista will assist the Development Department in collecting and analyzing data from existing databases and online marketing efforts to enhance and support organizational efficiency and develop strategies for target marketing.

- Analyzing the organizations databases and implementing strategies for best cross organizational use and marketing purposes
- Utilizing Access skills to analyze trends among our existing volunteer, donor and client bases
- Develop and implement acquisition and retention plan for donors and volunteers
- Support online efforts and efforts to increase visibility
- Researching and implementing best practices in online content
- Integrating content that engages and educates the Meals on Wheels and More publics
- Support Development team in implementing overall marketing strategies

Required Skills and Abilities

- Comprehensive knowledge of IT concepts, practices and procedures
- Website design and development
- Profecient in: HTML, CSS, Photoshop, JavaScript, XML, JSP, Perl, and PHP or NET.
- Ability to work as part of a team internally and externally
- Professional communication skills

AmeriCorps*VISTA members will receive:

- \$4,725 education award or \$1,200 post-service stipend.
- Health coverage
- Training in project management and leadership.
- Travel costs associated with training.
- Moving allowance for members relocating to serve.
- Child care for income-eligible members
- Stipend of \$909/month

To learn more about AmeriCorps Vista program and to complete an application, visit http://recruit.cns.gov/faq_applicant.html

Please email completed AmeriCorps application, cover letter and resume to: Marsha Wier, VP for Human Resources at: mwier@mealsonwheelsandmore.org