



AmeriCorps Recruitment Capacity Member (2024 - 2025)

- Location: Sacramento, California
- Program: 916 Ink
- Start date: September 9th, 2024 – August 31st, 2025
- Full-Time: 30-35 hrs/week
- Living Allowance: \$1,250 bi-weekly stipend (pre-taxed)

916 Ink is Sacramento's arts-based creative writing and literacy nonprofit that provides workshops and tutoring to transform Sacramento youth into strong readers, confident communicators, and published authors.

- Our programs increase literacy skills, improve vocabulary, teach empathy, positively impact social and emotional learning, and expand communication skills.
- We envision a Sacramento region where every child and teen is given access to a culturally relevant creative writing program that leads them to believe in themselves and to understand the power of the written word.
- At 916 Ink, our core values inform and guide our work with every constituency, at every level - from our methods in the classroom to our messaging on social media to how we work with each other in the office. The Values are as follows: Empathy - We cultivate an open and compassionate environment. Empowerment - We encourage each individual to step into their own power. Equity - We commit to justice and advancing the unique experience and expression of all. Octopus - We celebrate creativity, bravery, and risk-taking.
- 916 Ink recognizes that communities of color have been left behind by decades of systemic racism and oppression. Of particular concern to our organization are the academic achievement and literacy gaps. Fewer than half of Sacramento County third graders read at grade level, and these rates are significantly lower for students of color. To advance our mission of empowering youth through creative writing, we know we must specifically address injustice and racial inequity. We affirm our commitment to lifting up the voices of youth of color and supporting our schools and communities in shifting the landscape of inequity.
- Join 916 Ink to transform youth into published authors, create lifelong readers, articulate communicators, and self-confident youth writers who know the power of their own story..

Want to Learn More?

- Learn more about us at 916ink.org
- Watch [this](https://youtu.be/2P8vfDBI_Ng) video (https://youtu.be/2P8vfDBI_Ng) to get a glimpse into the 916 Ink creative writing method.
- Check out [this](https://youtu.be/Id2OgLvFm4) video (<https://youtu.be/Id2OgLvFm4>) to learn more about the Read On! tutoring program.



Additional Information

- All AmeriCorps members will be required to serve full-time and on location, whether at a school site, 916 Ink office, or another 916 Ink-approved location (unless when under shelter in place orders or if schools/offices are otherwise closed to 916 Ink). This is not a remote position except when mandated by local and/or organizational Covid protocols.
- Should the need exist in the 2024-2025 school year, all AmeriCorps members will be provided with any necessary PPE (personal protective equipment).

Position Overview: In an effort to strengthen the recruitment and retention of 916 Ink AmeriCorps members, the AmeriCorps Recruitment Fellow will be dedicated to expanding and building the program's capacity and their partnering organizations to effectively recruit and retain members.

- The AmeriCorps Recruitment Fellow will work with the 916 Ink STEAM Academy team to expand community outreach, build social media presence through active posting and coordination with partner agencies, and promote the transformational impact of the program on populations with whom they work. Partner agencies will become more efficient and effective through increased community awareness, resulting in an increase in volunteer and national service participant interest, retention and new partnerships with institutions of higher learning and local business/foundations.
- Identifying and implementing effective recruitment strategies to increase the capacity of 916 Ink STEAM Academy is a significant component of the AmeriCorps Recruitment Fellow role, as are the creation and execution of retention strategies, planning for and hosting recruitment events, and developing ways to build and appreciate partnerships.

Areas of Responsibility and Essential Functions: The AmeriCorps Recruitment Fellow will provide capacity building support to 916 Ink STEAM Academy as defined by the achievement of the following outcomes:

- An increase in capacity built
- An increase in AmeriCorps member applications received
- An increase in number of AmeriCorps member slots filled



Member Activities: All member activities will raise awareness of national service opportunities statewide and strengthen the host program's ability to adequately serve their beneficiaries by leveraging all slots awarded. Overall, the AmeriCorps Recruitment Fellow will be charged with creating and refining systems to recruit and retain quality AmeriCorps members.

The AmeriCorps Recruitment Fellow activities may include, but are not limited to the following:

- Be well-versed on the purpose of the program and its recruitment timelines.
- Gather and maintain updated information on the application process and timelines for the program.
- In partnership with program staff, conduct a Capacity Needs Assessment and develop a program-specific action plan to diagnose and treat the recruitment capacity building needs of the program.
- Support program staff in identifying, developing and fostering partnerships to increase outreach to potential AmeriCorps Members.
- Participate in any California Volunteers recruitment initiatives on behalf of the program
- Expand community outreach through presentations at colleges and career fairs.
- Build social media presence through active posting and coordination with partner agencies.
- Ensure the program's website is up to date for recruitment purposes.
- Ensure the program's service opportunities are posted on Volunteer Match/CV's Californians For All platform
- Ensure the program's information on CV's website is up to date and of a high quality
- Develop other marketing materials for recruitment purposes.
- Track and maintain data regarding progress towards achieving project outcomes.
- Implement strategies to keep AmeriCorps Alumni engaged in promoting national service.
- Conduct weekly check-in meetings with program staff to set goals and touch base on progress toward target outcomes.
- Provide follow up information or support to potential candidates or applicants in the pipeline.

Qualifications

- Minimum of high school diploma or GED Certificate
- Must be at least 18 years of age
- Hold US Citizenship or Permanent Resident Status
- Have not completed more than three (3) prior AmeriCorps or VISTA service terms
- Understand that this position is an AmeriCorps service commitment and are dedicated to national and community service
- Dedicated to successfully completing a full term of service
- Must be able to demonstrate a commitment to 916 Ink's mission, vision and core values
- Are flexible given the ever-changing environment of serving in public schools, and are adaptable in both work style and work environment
- Excellent verbal and written communication skills
- Pay strong attention to detail and manage competing priorities
- Have special experience in copy-editing and/or production.
- Demonstrated ability to use critical thinking skills in order to solve problems



Bonus Points if You:

- Are an AmeriCorps, Peace Corps, and other national service alum
- Are a 916 Ink alum or have volunteered with 916 Ink
- Have experience volunteering with other community-based or education programs
- Have experience in other related administrative/data entry experience.

What We Offer:

- AmeriCorps members earn an annual living allowance totaling **\$30,000**
- Eligible AmeriCorps members serving a 1700-hour term in California can earn a total of **\$7,395.00** Segal Education Award and an additional California 4 All Award of **\$2,605** after successfully completing their service term
- You may be eligible for student loan forbearance on federal student loans
- Ongoing professional development opportunities

Other Things You Need to Know:

- Service Terms: AmeriCorps members serve Full-Time (approximately 30-35 hours/week) within a 12-month period and must commit to a service term of 1,700+ hours.
- Commuting: AmeriCorps members regularly travel to school sites throughout the week and need access to reliable transportation daily. AmeriCorps members also make occasional trips to the 916 Ink office and service day events. AmeriCorps members must live within commuting distance of the region in which they serve.
- AmeriCorps member duties do not include any prohibited or unallowable activities per [45 CFR § 2520.65'](#)
- AmeriCorps member training hours must not exceed 20% of total service hours.

How to Apply

Please send a resume and a cover letter describing your interest and qualifications to Jade Rodgers, 916 Ink AmeriCorps Manager, at jade@916ink.org. This position is open until filled.