AmeriCorps VISTA: Resources Development Designer

Location: Central Offices, Río Piedras
Service Commitment: July 27, 2020 to July 26, 2021

Goal of the Service Project:
Establish a resources development system to achieve the goals of sustainability and positioning of the PRYR’s Strategic Plan 2019-2021.

Main Objectives:
1. Develop the PRYR promotional documents, to include educational content about the PRYR model. Examples: create or update brochures, press kits, etc.
2. Create a series of educational content to disseminate the culture and model of PRYR through different media including PRYR’s social network in the internet. Examples: create social media posts, write articles, create results reports, newsletters, publish in the social media platforms, etc.
3. Establish an effective creative content system and/or guidelines and train the organization’s staff.
4. Create a fundraising system. Examples: create crowdfunding campaigns, contact private companies and foundations, write grants, design a communications strategy with the donors.
5. Recruit volunteers and/or establish volunteer committees to achieve the fundraising goals.

Minimum Requirements:
- Be at least 18 years old.
- Have U.S. citizenship or permanent residency.
- Minimum 3rd year of Bachelors degree or some Masters degree in Journalism, Digital Journalism, Redaction, Advertising Strategies, Graphic Design, Communications, or other studies related to the project.
- Preferably have participated in workshops of Jóvenes de Puerto Rico en Riesgo, Inc.
- Experience in: team work, fundraising and/or grant writing.
- Skills in the use of Microsoft Office programs, Canvas, MailChimp, Google Drive, WordPress and social media.
- Bilingual - Spanish and English.
- Own car. Current driver's license.
- Health certificate, sex offender certificate (ley 300) and compliance with criminal history check requirements.

Benefits:
- Bi-weekly living allowance of $479.08 for full-time service.
- Upon successful completion of the term of service, the member can choose an educational grant worth approximately $6,195.00 from the Segal AmeriCorps Education Award, or an end-of-service cash stipend of approximately $1,800.00.
- Other benefits described in the website: https://www.vistacampus.gov/members/benefits-of-service
- Monthly contribution of $50 for gasoline expenses for the use of the personal vehicle in official procedures, as long as you have made trips during the month.

Opening date: April 23, 2020
Closing date: June 21, 2020

Those interested should send their resume to: idavila@jovenesenriesgopr.org

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