



## VISTA PLACEMENT – DEVELOPMENT & COMMUNICATIONS 2019-2020

### URBAN DOVE

Urban Dove has engaged at-risk youth in NYC for over twenty years, focusing on high school students who are struggling to succeed either due to academic deficiencies and/or social/emotional issues. After initially engaging students through after school programming, Urban Dove now operates two transfer high schools that use a combination of Sports Based Youth Development and college prep programming to help students get back on track. UD Team schools work to engage Overage/Under-credited students who are no older than 16 and have no more than 8 credits after attending 9th grade at least once. UD Team Brooklyn opened in fall 2012 in Bedford-Stuyvesant and is now in its seventh year serving over 300 students, and UD Team Bronx has just opened its doors in fall 2018 with 100 students. Please visit our website for a full organizational and programmatic description. [www.urbandove.org](http://www.urbandove.org)

### JOB SUMMARY/OVERVIEW

Urban Dove seeks an energetic, caring individual -- passionate about helping provide at-risk youth in NYC with the resources they need to succeed -- to join our staff as an **Americorps VISTA Development Associate**. A VISTA Development Associate will increase Urban Dove's capacity for development, fundraising, and marketing. He/she work hands on contributing to strategic and development plans, planning events, updating our donor databases, researching funding prospects, taking pictures of our programs, contributing to social media, and more. In addition to office tasks, there will be regular opportunities to travel to and work with our schools in Brooklyn and the Bronx.

### IDEAL QUALIFICATIONS

- Someone who is positive, eager to learn, and enjoys working in teams
- Familiarity with Google Apps, social media platforms, and word processing programs
- Strong writing skills and is eager to work on editing, revising, and writing proposals and copy
- Ability to think creatively and strategically
- Ability to work efficiently and to handle multiple tasks and deadlines
- Experience or interest in photography
- Some previous experience with development or communications preferred

### WORK SCHEDULE

The VISTA year begins on August 5<sup>th</sup>, 2019

Monday – Friday, 9:30-5:30; with occasional exceptions for special events

## ABOUT THE VISTA YEAR

VISTA is a full-time, year-long volunteer program for men and women age 18 and older from all backgrounds. Throughout their year of service, VISTAs receive on-the-job training, a modest living allowance, health care benefits, 10 personal days and 10 sick days (in addition to organizational holidays), a 30-day MetroCard each month. Daycare assistance, relocation allowance, and student-loan forbearance are available for those who qualify.

The VISTA living allowance is set at 100% of the local poverty level and is distributed to VISTAs every other week via direct deposit – in New York City, that amounts to a total of \$20,641 for the service period. At the completion of their year of service, VISTAs receive an Education Award (\$6,095) OR end-of-service stipend (\$1,800).

The Urban Dove VISTA position is a partnership with Up2Us Sports.

To apply send cover letter and resume to [mwordes@urbandove.org](mailto:mwordes@urbandove.org), or apply directly on the Americorps site: <https://my.americorps.gov/mp/listing/viewListing.do?id=88374>.

## OTHER INFORMATION

**Supervisory Responsibility:** This position currently has no supervisory responsibilities

**Work Environment:** This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:** This is largely a secondary role; however, some filing is required, which would require the ability to lift files, open file cabinets and bend or stand on a stool if necessary.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of this job. Duties, responsibilities and activities may change at any time with or without notice.

**Equal Employment Opportunity:** Urban Dove is firmly committed to equal employment opportunity. Urban Dove does not discriminate in employment opportunities or practices for all qualified persons on the basis of race, color, religion, creed, sex (including pregnancy status), gender identity, which shall include gender expression including a person's actual or perceived gender-related self-image, appearance, behavior, expression, or other gender-related characteristic, regardless of sex assigned to that person at birth, sexual orientation, which means an individual's actual or perceived romantic, physical or sexual attraction to other persons, or lack thereof, on the basis of gender. A continuum of sexual orientation exists and includes, but is not limited to heterosexuality, homosexuality, or bisexuality, asexuality, and pansexuality, and the status as a victim of domestic violence, sexual offense or stalking, ethnicity, national origin, ancestry, age, disability (including AIDS), marital status, military status, citizenship status, political association, predisposing genetic characteristics, or any other characteristic protected by local, state, or federal law. Hiring decisions at Urban Dove will be made in a non-discriminatory manner and are based on qualifications, abilities, and merit. This policy governs all aspects of employment at Urban Dove including recruitment, hiring, assignments, training, promotion, upgrading, demotion, downgrading, transfer, work assignments, performance evaluations, work environment, lay-off and termination, compensation, employee benefits, discipline, and other terms, conditions and privileges of employment.