NJ LEEP, Inc.

Title: Development Systems and Communications VISTA Fellowship

Location: 570 Broad Street, Newark, New Jersey

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: 7/18/2016
Start Date: 7/14/2017

Job Description:

This position offers recent college graduates substantive experience and meaningful service in a fast-paced, collegial, and supportive environment. You will gain experience in a model college access program, communications, corporate engagement, fundraising, non-profit management, and data tracking/systems design. The AmeriCorps VISTA program is a national service program dedicated to bringing individuals and communities out of poverty.

This position is ideal for someone who is interested in non-profit management, communications and marketing, development, or urban education. The VISTA will work with the Director of Development and Executive Director to cultivate and steward individuals, foundations and corporations. The VISTA will work with many corporate partners, including Barclays, Prudential, and Goldman Sachs, and will help to plan our annual gala which raises approximately $1M and has 600 attendees. Another key area of responsibility will be refining our e-communications strategy.

Qualifications:

- BS/BA degree from a 4-year college or university
- Strong writing and editing skills
- Ability to communicate with and actively engage students and families
- Highly motivated, organized, self-directed individual who can proactively and creatively solve problems and manage multiple projects simultaneously
- Familiarity with Microsoft Office (Word, PowerPoint, Excel)

Application Instructions:

This position is a one-year AmeriCorps VISTA placement from July 2016-July 2017. Interested applicants should email a resume and cover letter to Claire Dragon at cdragon@njleep.org with the subject line “Development VISTA.”

Applications received by Monday, May 16, will receive priority consideration. Because of the large number of applicants, only those selected for an interview will receive a response. We are recruiting for three VISTA members and we welcome applications to more than one position.
About the Organization:

NJ LEEP is an award-winning four-year college access program working with 150+ students from underserved neighborhoods from the greater Newark area. We help students to perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for lasting success and community leadership, and offering exposure to role models who have achieved professional success.

Disclaimer Information:
AmeriCorps Vista members in Essex County NJ receive an annual living allowance of $13,296 and 10 personal days and 10 sick days. Members are also eligible for health care benefits, Relocation Allowance, and childcare assistance. Members who successfully complete their term of service are eligible to receive either an Education Award of $5,775 or an end-of-service cash stipend of $1,500. For more information, see https://www.vistacampus.gov/chapter-5-financial-support-0.