United Way of Passaic County (through AmeriCorps VISTA)

**Title:** AmeriCorps Vista – United Way

**Location:** 301 Main Street, Center City Mall, Paterson, NJ 07505

**Job Type:** Full-Time (Entry Level)

**Compensation Type:** Stipends ($15,996)  
**Education Award:** $5,730 or $1,500 stipend

**Start Date:** 6/13/2016  
**Close Date:** 8/31/2016

**Job Description:** The goal of this position is to recruit, manage and train volunteers, enhance volunteer management and recruitment materials and policies, maintain and build additional community relationships, assist in researching and writing proposals and grants for long term sustainability, participate in United Way Worldwide Education project wide initiatives including Day of Caring and Day of Action. This is a great opportunity for those interested in project and/or program management, grant writing or public service!

**Primary Responsibilities:**

- Volunteer management
- Community organization
- Fundraising

**Qualifications:**

- Bachelor’s degree
- 0 – 1 years’ experience
- Ability to demonstrate leadership, recruitment, communications and public speaking

**Application Instructions:**

Please email resume to: paulas@unitedwaypassaic.org.

Complete application at:
https://my.americorps.gov/mp/listing/viewListing.do?id=60245&fromSearch=true