



## We All Belong AmeriCorps\* State Program Hosted by the City of Burlington's Community and Economic Development Office

Vermont's population is becoming more diverse and reflective of a global citizenry. The We All Belong Program works with Burlington area non-profits, schools and city departments to help **create inclusive workplaces** and to offer more culturally competent **services, events and programming** for Burlington's increasingly diverse community. The City of Burlington seeks to address issues of race and gender inequity by making organizational shifts in programs and services. AmeriCorps\* State members support these shifts by serving with a participating agency as a full or part-time volunteer.

### **Membership Support and Community Outreach Assistant: Part Time Burlington City Arts**

Description – *Burlington City Arts seeks a Membership Support and Community Outreach Assistant. The Assistant will plan and execute initiatives to broaden BCA's membership base. Membership is an important component of building a community of stakeholders with the organization that are educated in the opportunities for participation in BCA programs. Success for the program is represented not by dollars but by a growth of interest in participation, either financially or with other means. The Membership Support and Community Outreach Assistant will serve to broaden community to support for BCA through community outreach to encourage awareness of BCA scholarship programs for education and free community programs, including contemporary art gallery, concerts, and festivals; and will also support efforts to encourage membership contributions to BCA when community outreach is successful. The Assistant must be familiar with BCA's many programs, outgoing, comfortable initiating relationships, generating interest in and raising funds for BCA's membership program.*

Key responsibilities will be to:

- **Increase Awareness** for BCA's programs and opportunities across all sectors in Burlington
- **Assist planning** and execute initiatives to broaden BCA's membership base
- **Represent** BCA as an ambassador for our membership program on-site and in the community
- **Cultivate** individual relationships that yield to new memberships in short and/or long term
- **Acknowledge** members at BCA and create positive experiences to encourage renewals
- **Explore** cultural competency tools and examples of diversity and equity initiatives in relation to BCA programs
- **Research** tools, resources, and examples that help advance issues of arts and community
- **Facilitate** dialogue about race, culture, social justice and how to bring theory into practice
- **Encourage** collaboration, trust and connectedness between BCA staff and community

### Skills and Qualifications

- **Knowledge** about the arts, Burlington's ethnic and cultural diversity is necessary
- **Direct** experience working with people from diverse backgrounds
- **Creativity and innovation:** ability to see opportunities and develop new approaches for marketing to new membership prospects
- **Prior** experience working in an office environment and/or fundraising experience desired
- **Self-direction:** ability to take initiative and be self-sufficient in a small organization environment
- **Communications:** skilled in speaking directly about the arts to a variety of constituents, strong writing and editing skills
- **Collaborative spirit:** ability to lead and work as an integral part of a team of energetic and committed people
- **Commitment:** to the arts and their potential to bring individuals together for the greater good
- **Education level:** no specific educational degree is required

Reduced Part Time AmeriCorps positions are 675 hours of service from March 2015 thru August 2015. Part time benefits include a \$4,883 living allowance, and a \$2,150 Education Award (upon successful completion of service) that may be used for qualified educational expenses or payment of qualifying student loans. We All Belong AmeriCorps\* members join a team of 20 other members, each serving in agencies and organizations across the Burlington, VT area.

If you need an accommodation please call 802-865-7144 or for more information on the program see our website:  
<http://www.burlingtonvt.gov/CEDO/AmeriCorpsState-Program>

**How to Apply**

Position open until filled. Please email resume, cover letter, and two references, to [weallbelongvt@gmail.com](mailto:weallbelongvt@gmail.com) PDF format preferred, Word acceptable.