



## Development & Outreach AmeriCorps\*VISTA

The Greenbrier Learning Center (GBLC) has provided academic and social support to children and youth in South Arlington since 1994 through innovative after-school and summer programs, as well as parent and community outreach. Greenbrier Learning Center's mission is to promote education, youth leadership and strong families through structured enrichment programs beyond the school day. Utilizing a community-driven approach, we foster academic achievement and personal growth among our after-school students, act as a resource for youth and adults, and increase collaboration among service providers in Northern Virginia. GBLC is a small, community-based nonprofit in south Arlington that serves families from low/moderate income backgrounds, with extended outreach and support to immigrant and refugee families.

The Development & Outreach VISTA will serve a key capacity-building function among all of GBLC's programs and staff, gaining significant non-profit management skills and experience. Specifically, the VISTA will: identify and address GBLC program needs through recruiting, training, and supporting community volunteers; expand the Parent & Community Outreach program; play a strong role in coordinating GBLC's annual fundraising event; research and develop grant proposals to support proposals for funding; develop and execute community partner / donor cultivation plans; and develop external agency communication including creation of newsletters and website maintenance.

The Development & Outreach VISTA will report to the Director of Programs, but will also work closely with the Executive Director.

### Responsibilities

- Recruit, train, and supervise volunteers for GBLC's child, youth, and adult programs;
- Identify areas for expansion of Parent & Community Outreach program;
- Develop and implement a timeline for expanding Parent & Community Outreach program;
- Reach out to community to recruit parents and other adults for programming opportunities;
- Play a lead role in coordinating GBLC's annual fundraising event, "Connect the Dots";
- Research and identify funding opportunities, including public and private sources;
- Assist with proposal development for GBLC's programs, as necessary and appropriate;
- Develop newsletters, reports, and other communications for community partners; and
- Maintain GBLC's website and other social media

### Minimum requirements

- Commitment to local, community-based organizations;
- Strong research and writing skills;
- Interest in and sensitivity to working with adults and children from a variety of cultures and ethnic groups
- Bilingual Spanish and English skills, including reading, writing, and conversation *strongly preferred*
- Self-motivated, independent, and resourceful; and
- Excellent sense of humor is a must!

### Time Commitment:

- Placement will start Summer 2010
- This is a 12-month, 40-hour/week commitment
- VISTAs may not be enrolled in school during their year of service or be otherwise employed

### Benefits:

- AmeriCorps\*VISTA members who successfully complete a term of service are eligible to receive either an AmeriCorps Education Award of up to \$5,350 or an end-of-service stipend.
- Additional benefits include training, \$949/month living allowance, health care benefits, relocation expenses, student-loan forbearance or deferment, and non-competitive eligibility. You may also be eligible for childcare assistance should you need it.

### To Apply:

Send cover letter, resume, and writing sample to [jobs@gblc.org](mailto:jobs@gblc.org).

Subject line: Development & Outreach VISTA

The Greenbrier Learning Center shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services.