



## Outreach and Programs Manager POSITION ANNOUNCEMENT

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The Outreach and Programs Manager will manage a portfolio of initiatives that engage volunteers, nonprofit organizations, and other community partners in service and other civic activities, including: the King Day of Service Signature Site; *One King Day*, *One King Book* literacy program; monthly **MLK365** volunteer events, **MLK365** Service Clubs, and others. The person in this role will also handle all Global Citizen online communications, including our websites, e-newsletter and social media platforms.

### Here's who we're looking for:

- You're deeply committed to community service, social justice, and civil rights. You appreciate perspectives and experiences that differ from your own.
- You're excited about working with a variety of community partners, and flexible enough to build relationships with partners who have very different work styles: large, established nonprofits; grassroots community organizations; government agencies; and individual volunteers, among others.
- You're the type of person who thrives on taking care of things the right way the first time. A task comes in and you figure out how to get it done in a way that is efficient. When you say "I'll take care of it" we know it'll be done well. When you don't know the answer, you aren't afraid to ask your colleagues. You enjoy and are equally skilled in collaboration and independent work.
- You probably have 1 – 3 years of experience in nonprofit or community-based programming (but if you don't, you can show us how you'll rise to the occasion in this role). You've managed events and volunteers.
- You have a knack for communicating clearly and effectively in a lot of different formats: emails, speaking in front of groups, one-on-one meetings, Facebook and Twitter.
- You are very comfortable with standard office software, Google products (Gmail, Google calendar, Google Docs) and internet research. You are familiar with WordPress content management/blog software and know a little html (or you can learn the basics quickly).

### If you were to join our team, here are some of the projects you would work on in the coming year:

- Figure out how many free t-shirts to allocate to each King Day of Service project.
- Prepare mailings to local nonprofit organizations to invite them to host a service project or other activity at the King Day of Service Signature Site, and manage registrations for service projects and other activities.
- Make a map of the location of each project or activity at the King Day of Service Signature Site.
- Lead community meetings to prepare nonprofit organizations for the King Day of Service Signature Site.
- On King Day, manage over 150 volunteers to run the Signature Site. (Last year, Vice President Joe Biden visited the site. Watch this video to learn more: [You'd be managing ALL of this!](#))
- Research books and select winning essays for our *One King Day*, *One King Book* essay content and literacy program.

- Schedule monthly **MLK365** volunteer events with various community partners, recruit volunteers to participate in those events, and staff the events onsite.
- Manage an AmeriCorps VISTA member in revising our Service Clubs afterschool program curricula.
- Handle logistics and outreach for our **MLK365** special events, including our annual Beer Summit on Race Relations and the National Day of Service and Remembrance Volunteer Fair.
- Write our monthly e-newsletter and update content on our websites: [www.mlkdayofservice.org](http://www.mlkdayofservice.org) and [www.globalcitizen.us.com](http://www.globalcitizen.us.com).

### **A little more about us:**

Global Citizen is non-partisan organization dedicated to promoting community volunteering and sustained civic engagement among diverse groups, particularly young people. We bring together people of all ages and backgrounds to build diverse partnerships through serving others.

Global Citizen runs the annual Greater Philadelphia Martin Luther King Day of Service and **MLK365**, an ongoing program that promotes year-round volunteer service. We provide technical training to organizations interested in hosting projects and work with community groups and businesses to develop or expand ongoing volunteer programs.

We are a small organization, but our impact is widespread. The Greater Philadelphia Martin Luther King Day of Service is the oldest and largest King Day of Service event in the country, engaging over 100,000 volunteers in some 1,500 community projects in 2012. In the past year, we've hosted events with Vice President Joe Biden, Nobel Peace Prize winner Leymah Gbowee, and Wendy Spencer, CEO of the Corporation for National and Community Service. As a part of our team, you'll make connections with leaders throughout the nonprofit, education, and business communities.

Our style is flexible, creative and very team-orientated. We all work closely with each other, share ideas, and work together to make our projects successful. In the weeks leading up to King Day, we work long hours – you should be prepared for some late nights – but we have fun and do great work.

### **Interested? How to apply:**

Send a cover letter, resume and a writing sample of no more than 5 pages to Victoria Ford, Vice President and Director of Operations, at [vford@globalcitizen.us.com](mailto:vford@globalcitizen.us.com). Please include the words "Outreach and Programs Manager Application" (no quotes, but please do use that exact phrase – it will help us keep track of the applications we receive) in the subject line. **Applications will be accepted until Friday, June 15, 2012.**