

Service Year NC

AN INITIATIVE OF THE

NC State University Institute for Emerging Issues



Open Position: AmeriCorps VISTA

Forward Cities | Durham, NC

Start Date: March 16

POSITION DESCRIPTION

Forward Cities is a national nonprofit working to close the wealth gap by helping cities reduce the barriers to entrepreneurship and small business growth - particularly in under-connected communities. Specifically, we help cities strengthen their local equitable entrepreneurial ecosystems through our capacity building work and then help them engage with each other through our national learning network and storytelling and communications platforms.

This position will assist with marketing and communications content creation and dissemination to our national audience, including building a storytelling playbook, designing informational collateral, and supporting the execution of our national conference (June 10-12, 2020 in Columbus, OH). You will join a team of energetic professionals dedicated to ensuring entrepreneurial opportunities for all.

Successful candidates will have competency in graphic design and will assist with the development, creation, and distribution of print and digital assets including templates, e-newsletters, and social media graphics. Looking for a creative, flexible, optimistic, and energetic professional with excellent written and verbal communication skills. This position requires an efficient, organized person able to complete multiple tasks at once in a timely manner. Experience with social media and back-end web design a plus.

APPLICATION PROCESS

Please apply on [MyAmeriCorps.org](https://www.mycorps.org) and send a resume and cover letter to Maggie Woods at mjwoods2@ncsu.edu with the subject line "Forward Cities VISTA."

AMERICORPS VISTA BENEFITS

The benefits for this position include:

- AmeriCorps VISTA Stipend (\$12,456/year)
- Choice of Education Award (\$6,095) or End of Service Stipend
- Healthcare benefits
- Relocation allowance
- Child care assistance, if eligible
- Loan Forbearance/Deferment, if eligible
- Non-Competitive Eligibility (NCE) Status for federal jobs
- 10 vacation days and 10 sick days

Have questions? Contact marketing@forwardcities.org.