



AmeriCorps VISTA – Marketing Associate

The Community Resource Center (CRC), headquartered in Denver, Colorado is a statewide nonprofit management support organization providing low-cost, high-quality programs, resources and networking opportunities to hundreds of nonprofits throughout the state to strengthen Colorado communities.

Through the Rural Capacity Building VISTA Project, CRC increases the effectiveness and sustainability of nonprofit organizations across rural Colorado. VISTA members engaged in the project provide resources, tools, and strategies to hundreds of nonprofit professionals each year through the Rural Philanthropy Days (RPD) program, as well as CRC’s statewide education and resource opportunities.

Major Responsibilities

- Convey the value of CRC programs and services to individuals and organizations
- Update current marketing materials and develop new opportunities for program outreach
- Manage CRC social media, website, and email communications.
- Participate in the active planning of RPD conferences
- Recruit qualified volunteer committee members from across the region
- Support on-going regional outreach and identify key stakeholders
- Collect data on regional nonprofits and funders
- Support the implementation of educational opportunities for nonprofit organizations
- Track nonprofit sector news

Qualifications

- Strong interpersonal skills
- Excellent communications, writing and editing skills
- Task oriented and deadline driven
- Highly organized with strong attention to detail
- Demonstrated ability in relationship building and community outreach
- Tact, diplomacy and ability to work as part of a diverse team
- Understanding of the nonprofit sector and volunteerism
- Skills in data management, research, and analysis
- Expertise in email marketing and social media platforms; experience in other “new media” is helpful
- Access to reliable transportation and the ability to travel throughout the state

Supervision: The Marketing Associate will be based in CRC’s Denver office.



AmeriCorps VISTA

This position will be filled by an AmeriCorps*VISTA member. To qualify for AmeriCorps*VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member.

For more information, please visit: http://www.americorps.gov/for_individuals/choose/vista.asp

Program Benefits: Childcare assistance if eligible, Choice of Education Award (\$5,775) or End of Service Stipend (\$1,500) upon successful completion of service, Health Coverage, Relocation Assistance, Living Allowance (\$983/month), Professional Development/Training

Service Term: February 2016 – February 2017

How to Apply: Please apply through the MyAmeriCorps portal. Interviews will take place in November-December. Submitting an application early in the timeframe will be advantageous.

To apply, please visit <https://my.americorps.gov/mp/listing/search.do?&criteria.programState=CO> and find the “CRC Marketing Associate” position listing and complete a full application through AmeriCorps VISTA. Please contact Marissa Maurer at maurer@crcamerica.org if you have any questions on how to apply.

If you would like to apply for multiple positions based in CRC’s Denver office, please do so using the MyAmeriCorps portal.

AmeriCorps VISTA – Education Associate
AmeriCorps VISTA – Research and Evaluation Associate

For More Information

Community Resource Center: www.crcamerica.org

Rural Capacity Building VISTA Project: <http://crcamerica.org/resources/ameriCorps-vista-project/>

Rural Philanthropy Days: www.crcamerica.org/rural-philanthropy-days