“I Have A Dream” Foundation - Service Description
Development and Marketing Coordinator - AmeriCorps VISTA Member

Host Sites: “I Have A Dream”® Foundation: Los Angeles, CA; Miami, FL; Atlanta, GA; Newark, NJ; New York, NY; Philadelphia, PA; Dallas, TX; Milwaukee, WI; and Washington D.C.

The “I Have A Dream" Foundation is seeking applicants for full-time AmeriCorps VISTA Members for a year of service beginning in 2026. AmeriCorps VISTA Members will help further our ability to increase our capacity and sustainability to deliver services to the youth in our program (“Dream Scholars”) and their families. AmeriCorps VISTA Members will play a vital role on small and emerging teams with significant opportunities for growth and experience-building. The “I Have A Dream” AmeriCorps VISTA program is the result of a collaboration between National “I Have A Dream” and AmeriCorps. “I Have A Dream" is an economic empowerment program, whose aim is to prevent high-school dropout and engage low-income students in post-secondary success through a long-term, whole-child approach to access education.

Service Position Title: Development and Marketing Coordinator (AmeriCorps VISTA Member)

Immediate Supervisor: Site Program Director

Service Position Summary:

- Design and implement an effective volunteer (tutors/mentors) recruitment, development and evaluation strategy.
- Support affiliate development by seeking and writing grants and coordinating community and fundraising events.
- Help improve systems, streamline technical assistance, and strengthen development processes and effectiveness.
- Assist with marketing, public relations and outreach activities to build partnerships in the community.
- Create social media posts and develop PR materials.
- Develop, collect, organize and analyze data, including surveys and Salesforce database.
- Maintain records related to donors and program activities such as students' grades, academic records, school attendance, “I Have A Dream” participation, results of one-on-one intervention, and family involvement.
- Co-facilitate training sessions on topics like cross-cultural communication, partnership development, and event management.

Commitment and Benefits: Full-time position for **12 months of service (40 hours per week).**
Includes the following benefits:

- A pre-tax annual **living allowance** (paid bi-weekly and adjusted for COL in service locations)
  - **$24,962:** Atlanta, Dallas, Los Angeles, Miami, Milwaukee, New Jersey, Philadelphia
  - **$32,262:** New York
  - **$33,044:** Washington D.C.
- Plus a **Segal AmeriCorps Education Award of $7,395**, earned upon successful completion of the service term. The award may be used to pay qualified higher education expenses or repay qualified federal student loans. Many colleges and universities also provide matching scholarships or other benefits to AmeriCorps alumni. Eligible members may choose an

end-of-service cash stipend instead of the Education Award, if permitted under AmeriCorps rules.
- Eligibility for **forbearance on qualified federal student loans** during the term of service.
- **Health coverage** through the AmeriCorps VISTA health benefit plan.
- **Child care assistance**, if eligible.
- Remote work arrangements may be available on an as-needed basis, consistent with organizational and AmeriCorps VISTA requirements.

AmeriCorps VISTA member will primarily work/collaborate with:
- Other AmeriCorps VISTA members and "I Have A Dream" staff
- Elementary through college-aged students
- Business community, organizations & other local nonprofits and community partners

Training opportunities provided:
- Initial AmeriCorps Training / Orientation to "I Have A Dream" and AmeriCorps VISTA
- Bi-Monthly on-site AmeriCorps VISTA meetings/workshops
- Others as scheduled

Support: Each member will receive support from several "I Have A Dream" staff members in the organization. This includes:
- Monthly 1:1 check-ins with Site Program Director (direct supervisor)
- Annual 1:1 check-ins with AmeriCorps Site Director
- AmeriCorps VISTA Professional Training days
- Inclusion in all-staff meetings, including encouraged access to organizational leaders

Requirements: To be eligible to serve as an AmeriCorps VISTA Member, an individual must be:
- 18 years of age or older (there is no upper age limit),
- successfully complete all required National Service Criminal History Checks, and
- hold one of the following citizenship or legal residency statuses: U.S. citizen, U.S. national, lawful permanent resident (Green Card holder), or a person legally residing within a state. Examples of persons legally residing within a state include individuals with refugee, asylee, Temporary Protected Status (TPS), or Deferred Action for Childhood Arrivals (DACA) status, provided they maintain that status throughout their VISTA service. NOTE: Individuals serving under refugee, asylee, TPS, or DACA status are eligible for the end-of-service cash stipend but are not eligible for the Segal AmeriCorps Education Award.

Selection Criteria: We are seeking self-motivated, compassionate applicants who enjoy working on behalf of young people and diverse individuals, including Dream Scholars, their families, "I Have A Dream" staff and sponsors, teachers and school administrators, and members of the community. Successful candidates will have a passion for educational equity, the flexibility to work with organizations in an active growth phase, strong attention to detail, and the ability to analyze and streamline systems in order to solve problems. A bachelor's degree and/or equivalent experience in education or human services is **preferred**.

Application Process: If you are interested in applying, please submit an AmeriCorps VISTA online application – instructions are available at AmeriCorps. A direct link to our posting can be found here. You may also contact the National Manager of AmeriCorps Programs at americorps@ihaveadreamfoundation.org. AmeriCorps VISTA applications, resumes and references will be considered as they are received. We will conduct the review and interview process until all positions are filled.

** The actual start date is dependent on annual approval of federal funding, and on the grant funding cycle, which is determined by the Corporation for National and Community Service.*

The "I Have A Dream" Foundation is an equal opportunity employer