**DOWNCITY DESIGN**

**Community Outreach VISTA 2018-19**

**DownCity Design** is a non-profit design organization dedicated to helping people design solutions for their communities. Our goal is improve the core cities of Rhode Island by inviting citizens to imagine and create better futures, using the tools of design. Our free design education programs help youth become change-makers by inviting them to create structures, graphics, and products that respond creatively to challenges and opportunities in their communities.

Learn more about our work at [www.downcitydesign.org](file:///C:\Users\DownCity%20Design\Documents\DownCity%20Design\ADMIN\BROWN%20WORK%20STUDY\Brown%20Swearer%20Ctr\iProv%20internships\www.downcitydesign.org)

DownCity Design is seeking a full-time AmeriCorps VISTA member for a one-year stipended service commitment from August 27, 2018 - August 28, 2019. The **Community Outreach VISTA** will help DownCity Design share the stories of the extraordinary service learning, creative problem-solving, and community building work of our youth designers. This AmeriCorps VISTA volunteer will help us document and describe our work in visually engaging ways with our existing students, friends and fans, and will help us to expand our reach to new audiences and generate support for our mission. The Community Outreach VISTA will also support our fundraising efforts by creating compelling campaign materials, tracking donations in our database, and researching and preparing grant proposals.

**Location:** DownCity Design (425 West Fountain Street, Providence, RI)

**Duties and Responsibilities:**

The key objectives and activities of this VISTA assignment for DownCity Design include:

1. Communications:

* Share DCD’s work via social media, including management of our social media accounts
* Draft an engaging and informative monthly e-newsletter
* Draft press releases for project unveilings and maintain network of press contacts
* Update DCD website regularly with news and projects
* Create communication pieces for student recruitment, including brochures and posters

1. Fundraising:

* Help develop annual campaign materials
* Assist with grant proposals and reports
* Manage donor database and generate reports
* Research potential donors and funders

1. Volunteer Recruitment and Retention:

* Develop tools for tracking volunteers
* Outreach efforts to attract new volunteers
* Communicate regularly with volunteers to keep them engaged

**Skills required:**

DownCity Design seeks a creative individual who can think strategically to implement long-term systems for program documentation, communications, and fundraising.

* Exceptional communication and interpersonal skills
* Organization and professionalism
* Openness to creative collaboration and working as a team
* Ability to plan for long-term projects and design strategies for implementation
* Comfort with Microsoft Word and Excel, as well as Adobe Photoshop, Illustrator & InDesign
  + Other digital media skills (video, animation, audio, etc.) are a plus
* Comfort with data collection, entry, and analysis
* Excellent writing and research skills
* Excitement about project-based learning and social practice

Note: AmeriCorps VISTA is a national service program under the Corporation for National and Community Service designed specifically to fight poverty. The VISTA member commits to serve full-time for one full year at a nonprofit organization and receives a $12,277 total living stipend for those twelve months of service. Upon successful completion of the term of service, the Member also receives either an education award of $5,775 or cash award of $1,500. For more information on AmeriCorps VISTA, please visit <http://www.nationalservice.gov/programs/americorps/americorps-vista>

To apply for this position, please send a cover letter and resume to Executive Director Adrienne Gagnon at adrienne@downcitydesign.org as soon as possible—decisions will be made on a rolling basis. No phone calls please.