

REACH

STUDIO ART CENTER

Paint...Draw...Sculpt...Print...Create...Use your imagination!

1804 S. Washington Avenue
Lansing, MI 48910
Web: www.reachstudioart.org
517.999.3643

Americorps*VISTA Position opening: Outreach Coordinator For Reach Studio Art Center

Reach Studio is currently recruiting an Outreach Coordinator, Americorps*VISTA who will start November 20, 2008 and complete their year of service November 19, 2009. VISTA recruits will be required to attend 4 days of Pre-Service Orientation, November 17 – 20, 2008 (expenses will be paid by the Corporation for National Service).

Reach Studio Art Center is:

a small non-profit neighborhood art studio which provides accessible after school and summer art activities and classes in various art media for community residents and youth. The target populations for participants at Reach are the surrounding low income neighborhoods, although Reach draws people from all over the greater Lansing area.

The AmeriCorps VISTA will play a major role in ensuring that Reach's art activities serve as many neighborhood residents as possible and are an effective tool in fulfilling the overall mission of making art accessible to everyone.

The Outreach Coordinator VISTA will:

- Increase public and individual awareness of Reach and recruit new donors, volunteers, and participants through press releases, electronic communications, communication with neighborhood groups, public and individual meetings or special activities, and participation in community events and festivals.
- Develop materials which will effectively communicate Reach's mission and services to potential donors, volunteers and participants.
- Concentrate on developing and increasing Reach's donor base, as well as identifying and applying for new funding sources, through grant writing and effective communication with individuals, businesses and other funding sources.
- Manage and coordinate volunteer recruitment and training.
- Assist with documenting and evaluating programs and volunteers.
- Help in Reach activities using individual Vista's strong skill sets.

The Outreach Coordinator VISTA qualifications are:

- Self-motivation, excellent “people skills,” having lots of understanding, enthusiasm, and flexibility for all types of people.
- Effective verbal communication skills,
- Organized, analytical and creative writing skills,
- Good organizational skills,
- Computer skills a must in: Word and Excell. Access Database, graphic design, and desktop publishing software working knowledge helpful).
- Experience in pitching programs to potential funders and managing people are important
- Good research skills.
- Ability to successfully carry out several ideas or projects to completion.
- Adaptability and flexibility. (Weekends and evening work may be required on occasion.)
- Familiarity with visual art as a discipline is helpful but not essential.
- Appreciation for or interest in how art can improve communities and individuals is important.
- College Bachelors degree recommended.

The Benefits and Expectations for all VISTA members are:

- Monthly stipend of \$883.00,
- Medical Insurance
- Child Care assistance, and Relocation Allowance if eligible.
- Educational (\$4,725) or cash (\$1,200) award at end of term, potential Educational Loan forbearance.
- Training and opportunities to build resume.
- VISTA members are expected to work full time for one year.
- VISTA members are not allowed to have other employment or be in school during their term of service, except for up to 2 courses related to position with approval of VISTA director.
- VISTA members may be eligible to receive Food Stamps or other forms of public assistance.
- More information on the VISTA program is available at www.cns.org

To Apply:

- Complete and submit the online Americorps*VISTA Application by going to:
Log on to www.americorps.gov , at “Join Americorps” select Community Development in MI. Go to page 4 and select “Power of We Consortium” Project. At the Power of We page, click the “Apply Now” now button.
- Please submit to Reach Studio (attn. Alice Brinkman):
 1. a resume,
 2. cover letter that describes reasons for your interest specific to this position,
 3. a sample of your writing (one or two pages from a paper written for a class or similar activity,
 4. three references, and
 5. a copy of your Americorps VISTA applicationsend the above documents to: alice@reachstudioart.org and/or
Reach Studio Art Center, 1804 S. Washington Ave, Lansing MI 48910.

The application deadline is September 2, 2008, early inquiries and applications are encouraged. More information on Reach Studio is available on our website

Contact Information: Alice Brinkman, 517-999-3643, alice@reachstudioart.org