



THE
REFILL JACKSON
INITIATIVE

Position: VISTA Communications and Fundraising Coordinator	
Reports to: President & CEO	Service Period: 12/4/2023-12/2/2024
Status: Full-Time VISTA	
Living Stipend: \$22,820	Date Revised: 10/18/2023

The mission of the Refill Jackson Initiative (RJI) is to empower young adults seeking an improved quality of life, through tailored support and job training. In pursuit of this mission, RJI teaches our young adults soft and technical skills in a traditional classroom setting, provides one-on-one coaching to address barriers to employment, and provides real-time feedback through on-the-job training experiences.

POSITION SUMMARY

Under the direction of the President & CEO, the VISTA Communications and Fundraising Coordinator will be responsible for:

- Learning RJI's current online platform (Network for Good)
- Researching other available fundraising platforms and best practices for fundraising
- Providing written recommendations for RJI's online fundraising plan
- Working alongside the CEO to implement a new online fundraising strategy
- Utilizing Foundation Directory to research appropriate funding opportunities
- Creating private and corporate foundation grant strategies
- Conducting research on best practices in communications and social media
- Providing recommendations for a communications plan
- Researching potential funding resources for member and alumni storytelling projects

ELIGIBILITY REQUIREMENTS

- Be 18 years or older (no upper age limit)
- Hold one of the following citizenship or legal residency statutes: US citizen, US National, Lawful Permanent Resident, and persons legally residing within a state.
- Not be listed in the National Sex Offender Public Website (NSOPW) as having been
- convicted of sex-related crimes.
- Not have been convicted of murder.
- Be willing to undergo a criminal history check.

- Be in a position to offer full-time service for one year (365 days) without regard to regular working hours.

SOFT SKILLS AND COMPETENCIES

- Strong commitment to serving a positive role model, working with integrity and purpose, and attaining an organization's goals.
- Willingness to understand community and workforce development principles, as well as racial equity and healing.
- Effective oral and written communication skills.
- Responsiveness to stakeholders' needs and willingness to solicit feedback to improve program quality. Ability to incorporate feedback and evaluation findings to improve program.
- Strong ability to manage own time, multi-task, and meet tight deadlines.
- Ability to collaborate with others and work as an effective team member.
- Awareness of own strengths and weaknesses. Ability to learn from experience and through training and development opportunities.
- Commitment to working transparently and respectfully with supervisor(s).

BENEFITS

- Annual stipend of \$22,820
- Choice of education award or end-of-service stipend
- Health coverage
- Training
- Childcare assistance if eligible
- Relocation allowance