

## New Urban Arts Development and Program VISTA

Location: New Urban Arts, 705 Westminster Street, Providence, RI 02903

Supervisor: Development Director Connie Colvin

Compensation: VISTA stipend

Time: 40 hours/week

New Urban Arts is a nationally recognized community-based art studio and gallery for high school students and emerging artists. Since 1997, we have served over 2,500 Providence teens and 150 artists. Each year, our public programs reach over 2,000 visitors and participants. Our mission is to build a vital community that empowers young people as artists and leaders to develop a creative practice they can sustain throughout their lives. Our core program, **Youth Mentorship in the Arts**, brings Providence public high school students together with local artists, building powerful mentoring relationships through the arts.

New Urban Arts seeks a candidate with a strong interest in youth development, arts education, and community building to assist with program documentation, fund development and external communications. Program duties include assisting with the student attendance database, maintaining our archive, helping to run gallery events, and assisting in preparing publications. Fund development duties include gift processing, proofreading promotional materials, assisting with fundraising mailings, automating and formatting select reports, assisting with grant writing, and providing support with our annual campaign event. External communications duties include maintaining elements of our web and social media presence, sending monthly e-news, event promotion, alumni engagement, and special projects.

VISTA members can expect to gain practical skills in database management, the essential mechanics of annual campaign fundraising, and non-profit communications. New Urban Arts is a collaborative work environment, and VISTA members can expect to participate in high level conversations about New Urban Arts' pedagogy, as well as trends in youth development and arts education.

### Competencies

- Strong written and verbal communication skills
- Strong interpersonal skills
- Strong research skills
- Open-minded, creative thinker
- Strong sense of good humor
- Experience, behaviors and attitudes that demonstrate commitment to New Urban Arts' core values of connection, risk, leadership, voice, and inclusion

### Qualifications

- High school diploma or equivalent
- Proficiency in Microsoft Office
- At minimum, two years of college (or equivalent) with coursework involving expository writing and research; bachelors degree preferred
- Experience with databases (Salesforce), WordPress, Vertical Response, and Adobe Creative Suite helpful but not required

AmeriCorps\*VISTA is a national service program under the Corporation for National and Community Service designed specifically to fight poverty. The VISTA commits to serve full-time for one full year at a nonprofit organization and receives \$11,796 stipend for the year, disbursed biweekly. Upon successful completion of the term of service, the VISTA is eligible to receive either an AmeriCorps Education Award of \$5,730 or a \$1500 cash stipend.

*New Urban Arts is an equal opportunity employer; we welcome candidates of diverse backgrounds.*

Interview Process:

Send resume and letter of interest by June 01, 2015, or earlier to:

connie (at) newurbanarts (dot) org with subject line "VISTA application: Your name"

- or -

Fax to (401) 273-8499

Phone interviews will be held with qualified candidates between 5/19/2015 - 6/4/2015. Applicants progressing to the second round of interviews will be required to submit a full VISTA application at [NationalService.gov/VISTA](http://NationalService.gov/VISTA) prior to 6/10/2015. In-person interviews will be held between 6/1/2015 – 6/15/2015. All final applicants will be required to complete a final interview with New Urban Arts' students.

Your cover letter will serve as your writing sample. *No phone calls please.*