



Position: VISTA
Organization: After School All-Stars
Location: Cleveland, Ohio

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

A UNIQUE OPPORTUNITY:

ASAS Cleveland is seeking a VISTA to explore and support the Development & Marketing Department at ASAS Cleveland. The VISTA must be energetic, youth-focused, have an understanding for social media and passionate about supporting high quality youth services to Cleveland youth. The successful candidate will demonstrate innovation, a great personality, resourcefulness and a willingness to work in a collaborative environment. The VISTA will contribute to the success of the Cleveland Chapter's fundraising and development team who oversees projects and events supporting our programs teams via fundraising events and in-kind contributions.

COVID 19 SAFETY MEASURES:

While this position is primarily remote, ASAS Cleveland will be conducting onsite programming and this position may periodically be asked to attend a programming site. We have taken the necessary precautions for onsite programming and will be following best practices and guidelines to ensure safety for our staff and students. Vaccination is not a requirement for employment, but self-reporting of vaccination status is a requested.

SPECIFIC RESPONSIBILITIES:

Development & Marketing

- Support the Development & Marketing Assistant (DMA) with marketing ASAS Cleveland Fundraising Events to the public and sending Save-the-Dates for upcoming events
- Assist with creating donation request templates and requesting in-kind donations for special events
- Issue Tax Acknowledgment letters to donors and file in SharePoint
- Send Thank You Letters to event participants and donors
- Support the Development & Marketing Assistant (DMA) with marketing the event to the public and sending Save-the-Dates for upcoming events
- Recruit volunteers for upcoming in-person fundraising events to help with registration, check ins, running a donation station, etc.

WHO SHOULD APPLY?

The successful candidate will be detail-oriented and an innovator with strong leadership, organizational, management and communication skills. The Development and Marketing Intern should exemplify ASAS's core values: entrepreneurial, proactive, transparent, collaborate, and accountable.

- High school graduate or GED completion required
- Progress towards a degree in nonprofit administration, organizational leadership, business administration, marketing, or communications major is preferred
- Skilled in record keeping
- Ability to communicate effectively and demonstrate sensitivity to others
- Familiarity and experience with diverse populations, culture competencies, and youth principles is strongly desired
- Must clear FBI and BCI checks

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.



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HOW TO APPLY FOR THE RECRUITING ASSISTANT ROLE:

Please submit your **resume** via e-mail insert asasclevelandjobs@afterschoolallstars.org Please put "VISTA Cleveland" and your last name in the subject heading

Please visit our website <http://clevelandasas.org/> for more information

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org