



## AmeriCorps Book Builder (2024 - 2025)

- Location: Sacramento, California
- Program: 916 Ink
- Start date: September 9<sup>th</sup>, 2024 – August 31<sup>st</sup>, 2025
- Full-Time: 30-35 hrs/week
- Living Allowance: \$1,250 bi-weekly stipend (pre-taxed)

**916 Ink** is Sacramento's arts-based creative writing and literacy nonprofit that provides workshops and tutoring to transform Sacramento youth into strong readers, confident communicators, and published authors.

- Our programs increase literacy skills, improve vocabulary, teach empathy, positively impact social and emotional learning, and expand communication skills.
- We envision a Sacramento region where every child and teen is given access to a culturally relevant creative writing program that leads them to believe in themselves and to understand the power of the written word.
- At 916 Ink, our core values inform and guide our work with every constituency, at every level - from our methods in the classroom to our messaging on social media to how we work with each other in the office. The Values are as follows: Empathy - We cultivate an open and compassionate environment. Empowerment - We encourage each individual to step into their own power. Equity - We commit to justice and advancing the unique experience and expression of all. Octopus - We celebrate creativity, bravery, and risk-taking.
- 916 Ink recognizes that communities of color have been left behind by decades of systemic racism and oppression. Of particular concern to our organization are the academic achievement and literacy gaps. Fewer than half of Sacramento County third graders read at grade level, and these rates are significantly lower for students of color. To advance our mission of empowering youth through creative writing, we know we must specifically address injustice and racial inequity. We affirm our commitment to lifting up the voices of youth of color and supporting our schools and communities in shifting the landscape of inequity.
- Join 916 Ink to transform youth into published authors, create lifelong readers, articulate communicators, and self-confident youth writers who know the power of their own story..

### Want to Learn More?

- Learn more about us at [916ink.org](https://916ink.org)
- Watch [this](https://youtu.be/2P8VfDBI_Ng) video ([https://youtu.be/2P8VfDBI\\_Ng](https://youtu.be/2P8VfDBI_Ng)) to get a glimpse into the 916 Ink creative writing method.
- Check out [this](https://youtu.be/ld2OgLvzFm4) video (<https://youtu.be/ld2OgLvzFm4>) to learn more about the Read On! tutoring program.



### **Additional Information**

- All AmeriCorps members will be required to serve full-time and on location, whether at a school site, 916 Ink office, or another 916 Ink-approved location (unless when under shelter in place orders or if schools/offices are otherwise closed to 916 Ink). This is not a remote position except when mandated by local and/or organizational Covid protocols.
- Should the need exist in the 2024-2025 school year, all AmeriCorps members will be provided with any necessary PPE (personal protective equipment).

### **Position Summary**

- The AmeriCorps Book Builder will help produce anthologies from Find Your Voice Creative Writing Workshops, maintenance of student records, and events celebrating their release. The AmeriCorps Book Builder will occasionally support in-class creative writing workshop activities for students in grades 3-12.

### **Production & Publication**

- Monitor program manuscripts throughout semester for content, length, and errors
- Communicate with workshop facilitators or volunteers regarding manuscript progress
- Edit and format completed manuscripts following 916 Ink Style Guide to prepare for design
- Communicate with program participants and families about book release events
- Prepare materials for book release events and help staff as needed
- Track and manage anthology inventory

### **In-Class Assistance (*As Needed*)**

- Guest edits one-on-one with students in grades 3-12 using positive, constructive feedback
- Transcribe student writing into digital manuscripts throughout semester
- Model the Find Your Voice method in workshops by engaging in creative writing prompts, providing positive feedback, and aiding facilitators as necessary

### **Program Support**

- Enter student records in the 916 Ink database and generate program data reports



- Track and manage student publishing consent
- Manage and distribute t-shirt inventory
- Participate in monthly staff meetings
- Attend required training and professional development sessions

### Qualifications

- Minimum of high school diploma or GED Certificate
- Must be at least 18 years of age
- Hold US Citizenship or Permanent Resident Status
- Have not completed more than three (3) prior AmeriCorps or VISTA service terms
- Understand that this position is an AmeriCorps service commitment and are dedicated to national and community service
- Dedicated to successfully completing a full term of service
- Must be able to demonstrate a commitment to 916 Ink's mission, vision and core values
- Are flexible given the ever-changing environment of serving in public schools, and are adaptable in both work style and work environment
- Excellent verbal and written communication skills
- Pay strong attention to detail and manage competing priorities
- Have special experience in copy-editing and/or production.
- Demonstrated ability to use critical thinking skills in order to solve problems

### Bonus Points if You:

- Are an AmeriCorps, Peace Corps, and other national service alum
- Are a 916 Ink alum or have volunteered with 916 Ink
- Have experience volunteering with other community-based or education programs
- Have experience in other related administrative/data entry experience.

### What We Offer:

- AmeriCorps members earn an annual living allowance totaling **\$30,000**
- Eligible AmeriCorps members serving a 1700-hour term in California can earn a total of **\$7,395.00** Segal Education Award and an additional California 4 All Award of **\$2,605** after successfully completing their service term
- You may be eligible for student loan forbearance on federal student loans
- Ongoing professional development opportunities

### Other Things You Need to Know:

- Service Terms: AmeriCorps members serve Full-Time (approximately 30-35 hours/week) within a 12-month period and must commit to a service term of 1,700+ hours.
- Commuting: AmeriCorps members regularly travel to school sites throughout the week and need access to reliable transportation daily. AmeriCorps members also make occasional trips to the 916 Ink office and service day events. AmeriCorps members must live within commuting distance of the region in which they serve.



- AmeriCorps member duties do not include any prohibited or unallowable activities per [45 CFR § 2520.65'](#)
- AmeriCorps member training hours must not exceed 20% of total service hours.

### **How to Apply**

Please send a resume and a cover letter describing your interest and qualifications to Jade Rodgers, 916 Ink AmeriCorps Manager, at [jade@916ink.org](mailto:jade@916ink.org). This position is open until filled.