



AmeriCorps Lead Inspirator (2024-2025)

- Location: Sacramento, California
- Program: 916 Ink
- Start date: September 9th, 2024 – August 31st, 2025
- Full-Time 30-35 hours per 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. 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.
- Watch [this](https://youtu.be/2P8VfDBI_Ng) video (https://youtu.be/2P8VfDBI_Ng) to get a glimpse into the 916 Ink creative writing method.
- Check out [this](#) video to learn more about the Read On! tutoring program.

AmeriCorps engages more than 80,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country. 916 Ink is proud to partner



with AmeriCorps. [Click here \(https://www.americorps.gov/about\)](https://www.americorps.gov/about) to learn more about serving a year with AmeriCorps.

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 Lead Inspirator will support our Wordslingers in high quality literary arts education through 916 Ink's Find Your Voice Creative Writing Workshop curriculum in classroom, afterschool, and field trip settings for students 3-12 grade. The AmeriCorps Inspirator will also support administrative records collection and other program support.

Expected Hours

- AmeriCorps members serve half-time (approximately 20-25 hours/week) within a 12-month period and must commit to a service term of 900+ hours.
- Must be available Monday-Friday, 12:00pm-5:30pm.

Workshop Duties

- Provide support to Wordslingers at program sites by adhering to workshop timelines and curricula so that all necessary activities take place in each workshop.
- Model workshop method in observance of workshop guidelines.
- Write and share written works generated during workshops alongside students.
- Provide appropriate feedback within workshop method, while reinforcing literary concepts taught during workshop sessions.
- Provide additional support to students in small groups during feedback sessions, writing prompts, and other activities.
- Assist students in the revision process according to 916 Ink guidelines.
- Upon completion of program, support Book Release Parties to celebrate youth authors, including set-up, facilitating parent survey collection, event photography, clean up, and more.



- Interact professionally with teachers, administrative staff, parents and 916 Ink Volunteers.

Administrative Duties

- Support/Assist Program Manager and fellow College Access Mentors in both programming and administrative duties as directed.
- Transcribe handwritten work (either from hard copies or a scanned PDF) and type them into a shared Microsoft Word document, meeting all deadline requirements set by the Wordslinger and/or Production Coordinator.
- Support Wordslinger in meeting all production deadlines set by Production and Publication Coordinator.
- Support student record collection (includes all enrollment and evaluation documents) and ensure Programming staff receive all paper records.
- Ensure students receive information about book release party dates and locations, and any upcoming writing opportunities.
- Support programming and/or curriculum development as assigned and adhere to corresponding deadlines.
- Participate in monthly staff meetings.
- Attend required training and professional development sessions.
- Support 916 Ink with other duties and responsibilities

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. This position is open until filled.