Dismas House – Worcester, MA

Dismas House Fellowship 2016 - 2017

Dismas House of Massachusetts, Inc., seeks a qualified Fellow to help coordinate resident, marketing, and advancement activities at its transitional housing program for homeless, former prisoners in Worcester, MA. Ideal candidates will have a commitment to issues of social justice, experience in the non-profit milieu, excellent verbal and written communication skills, and a comfort working with individuals from diverse socioeconomic backgrounds. Hours may include weekday and weekend evening hours.

The Holy Cross Fellow is presented with the opportunity to live in solidarity with the residents of Dismas House. Duties for the position include, but are not limited to the following:

- Assist Co-Executive Director with grant writing responsibilities including: researching new funding sources, helping renew existing grants, and ultimately writing original funding proposals.

- Assist Dismas Staff Attorney with the operation of the BAR None Program, Dismas’ pro-bono civil legal aid program. Help coordinate with legal clients, assist legal clients with filling out and filing paperwork, and provide general administrative support.

- Perform public speaking and outreach efforts to increase agency visibility, issue awareness and volunteer bases.

- Work with Co-Executive Director to coordinate volunteers including work study students and nightly volunteer cooks.

- Support, welcome and orient volunteers providing outside services, including, but not limited to, meal provision, education, recovery services, and special project assistance.

- Transport residents to doctor appointments, job interviews, legal appointments and NA/AA meetings in the community. Help to plan, coordinate and implement house activities.

- Provide needed fundraising support to the Co-Executive Director to ensure success of fundraising efforts.

- Work closely with the Co-Executive Director to fulfill agency mission, develop new projects and capitalize on current opportunities for growth.
Desired skills and abilities include:

✓ Excellent writing ability, particularly as it pertains to crafting grant proposals and telling our organization’s stories.

✓ Strong computer skills, particularly in the areas of database management, social media, and graphic design.

✓ Superb organizational skills and the ability to manage multiple projects with varied deadlines simultaneously.

✓ Comfortability working with individuals from a range of socioeconomic backgrounds representative of Worcester’s ethnic diversity.

✓ An understanding of client confidentiality policies and the ability to use good judgement in all interactions with residents.

✓ General familiarity with Worcester’s non-profit atmosphere, key players, and social trends.

✓ Access to a vehicle for the duration of the fellowship is strongly desired.

This fellowship runs the course of one calendar year (ideally August 1 – July 31). The Fellow will receive a $225/week stipend. Room and board at our home on 30 Richards Street, as well as health and dental insurance are included.

Dismas House is an equal opportunity employer and does not discriminate on the basis of gender, race, sexual orientation, nationality, religious conviction or disability.

Applicants should submit a resume and one page cover letter describing how their experience, skillset and interests would make them an excellent fit for this position. Please include your name on each page of your application. All materials and related questions can be directed to Andrew Varuzzo at andrewvaruzzo@dismashouse.org.

The application deadline is March 15th, 2016.
What we do:

**DISMAS HOUSE**
This flagship home located in the Main South neighborhood of Worcester has provided a caring home environment for homeless and former offenders in need for over a quarter of a century.

**THE DISMAS FAMILY FARM**
The Farm is a one-of-a-kind residential home set on the rolling 35 acres of a historic farm in Oakham, MA. Utilizing organic farming methods, the community at the farm operate a CSA, tend to animals, run a farmers market, and rebuild their lives in a holistic and healthy environment far from the urban core.

**THE FATHER JOHN BROOKS HOUSE**
Named for the legendary former president of the College of the Holy Cross, Brooks House provides secure apartment living for Dismas grads and their families enriched by staff support and accountability.

**GREEN INITIATIVES**
Dismas is leading the way through solar, pellet-fired furnaces, insulation, and high efficiency heat to a reduced carbon future for low-income housing providers. Working with community partners, Dismas is assisting other agencies in cultivating energy.

**BASIC ADVOCACY FOR REENTRY (BAR) NONE PROGRAM**
Led by a skilled attorney and advocate, the BAR None team of pro bono lawyers, retired judges, volunteers, and Holy Cross students help hundreds of former offenders overcome a tangle of civil legal barriers while also connecting them with housing, healthcare, and opportunity in greater Worcester.

For over a quarter century, Dismas House of Massachusetts has provided a sense of community and belonging to former offenders and homeless people in central Massachusetts!