



**Position:** AmeriCorps VISTA - **Marketing / Development Coordinator**

**Status:** Full-Time (40 hrs. per week)

The International Book Project (IBP), a small grassroots nonprofit in Lexington, KY, is seeking an AmeriCorps VISTA to coordinate IBP's marketing and public relations efforts and assist implementing the organization's fund development plan.

**Responsibilities:**

**1) Marketing and Graphic Design (50%)**

- Update website, blog, and Facebook page
- Develop, design, and write newsletter
- Design print and web content
- Photograph IBP events

**2) Fund Development (50%)**

- Identify new grant opportunities
- Assist in preparation of grants and reporting of grants
- Maintain donor database
- Assist in the creation of new donor appeals
- Develop community partnerships

**Position Qualifications:**

- Excellent organizational and writing skills.
- Ability to work independently
- Computer skills: MS Word, Excel, PowerPoint and Adobe InDesign, Photoshop, Dreamweaver
- Experience or interest in photography preferred
- Bachelors degree required; B.A. in Communications, Marketing, Graphic Design or related field preferred
- Interest in literacy and/or international affairs preferred

**Benefits:** Monthly Stipend, Education Award at the end of service, health insurance

**Start Date:** July 2010

For more information about IBP, visit [www.InternationalBookProject.org](http://www.InternationalBookProject.org).

To apply submit resume and cover letter to:

Rachel Lewis, Executive Director

International Book Project

1440 Delaware Avenue, Lexington, KY 40505

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