



AmeriCorps VISTA – Operations, Development, and Impact Coordinator

Organization: SquashWise

Location: Baltimore, MD

Service Term: Full-Time AmeriCorps VISTA (1 Year)

About SquashWise

SquashWise builds community for youth and adults in Baltimore through the racquet sport of squash! In 2026, SquashWise opened its permanent home, **The SquashWise Center**, a 20,000-square-foot youth and community facility located in the heart of Baltimore City. This transformative space expands opportunities for youth programming, community engagement, events, and educational partnerships.

SquashWise offers a dynamic and mission-driven environment where team members gain exposure to all aspects of the organization. As we enter this exciting new chapter, we are seeking an **AmeriCorps VISTA member** to help strengthen the systems, processes, and organizational infrastructure that support our expanding programs and long-term sustainability. The VISTA member will play an important role in building capacity, enhancing operational efficiency, and helping SquashWise maximize its impact on the community we serve.

If you are interested in applying, you must complete the VISTA application found here:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=129502>

Also please send your resume to Doug@baltimoresquashwise.org.

Position Summary

The AmeriCorps VISTA – Operations, Development, and Impact Coordinator will work closely with SquashWise leadership to strengthen organizational systems in operations, fundraising, communications, financial administration, and impact measurement. Through capacity-building projects, the VISTA member will help create sustainable processes and tools that support both our youth programs and community-based initiatives.

This position is a full-time role with a combination of weekday and weekend scheduling. Candidates who are flexible on the ability to cover weekend shifts are encouraged to apply.

The pay for this position is a stipend of \$24,962 set by Americorps VISTA, plus either an educational award of \$7,395 OR a non-educational award of \$1,800. Benefits and pay are being handled through Coach Across America, which is our VISTA sponsoring agency.



Responsibilities

Operations & Finance

- Support financial reporting, bookkeeping processes, and adherence to organizational policies.
- Assist with invoice processing and budget reporting.
- Help develop building operations manuals and facility management systems.
- Support front desk and facility operations.

Development & Communications

- Support donor engagement and fundraising campaigns and events.
- Maintain SquashWise's donor CRM.
- Send donation acknowledgement letters.
- Maintain SquashWise's website.
- Create marketing materials and table at community fairs/festivals to promote SquashWise's youth and community programs.

Data & Impact

- Support data collection, entry, and reporting within Salesforce and other organizational systems.
- Help improve systems for tracking participant outcomes, program effectiveness, and organizational impact.
- Assist in developing dashboards, reports, and evaluation tools that support strategic decision-making.
- Identify opportunities to strengthen technology and data infrastructure across the organization.

Qualifications

- Strong organizational, written, and verbal communication skills.
- Detail-oriented with the ability to manage multiple projects and deadlines.
- Interest in nonprofit management, fundraising, operations, community development, or social impact work.
- Experience with Microsoft Office, Google Workspace, Salesforce, or other database systems preferred.
- Ability to work independently, while collaborating effectively with a team.
- Commitment to the mission of supporting youth and community development.



Learning Opportunities

The VISTA member will gain hands-on experience in:

- Nonprofit operations and administration,
- Financial administration and reporting,
- Fundraising,
- Community outreach, and
- Data management and impact evaluation.

Impact

The AmeriCorps VISTA member will help SquashWise to strengthen the operational foundation needed to support continued growth at The SquashWise Center. Through improved systems, expanded fundraising and community engagement efforts, and enhanced data tracking, the VISTA member's work will increase SquashWise's capacity to serve more Baltimoreans for years to come.