

**AmeriCorps Member
Service Opportunity
Quarter-Time Position
450 hours in 10 months**



Los Angeles Local Initiatives Support Corporation and various affordable housing development partners are seeking a part-time AmeriCorps member to serve as an **Assistant Project Manager**. The candidate will ideally begin service on June 1st and serve a minimum of 450 hours through the end of his/her term on September 30, 2018. The exact start and end date is confirmed by the Member Agreement of Participation.

ORGANIZATION BACKGROUNDS

Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children. LISC combines corporate, government and philanthropic resources to help community-based organizations revitalize underserved neighborhoods. This strategy extends to the LISC AmeriCorps program where we support placing AmeriCorps Members with local non-profit partners. Members assist in efforts to revitalize underserved neighborhoods across America and create vibrant places for people to live, work, and play.

The LA LISC is starting a Housing Initiative program to attract and retain new, promising individuals to the field of affordable housing project management. LA LISC has several partners where the recruited members will be serving for 450 hours.

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

- The member will serve with a local nonprofit affordable housing developer in the Greater Los Angeles Area which may include: Skid Row Housing Trust, Little Tokyo Service Center, Coalition for Responsible Community Development, Innovative Housing Opportunities, East LA Community Corporation, and more.
- Will receive 30 hours of intensive training on affordable housing development; and
- Will support the staff to increase the number of units of safe, decent, affordable housing in the development phase.

AMERICORPS MEMBER PERFORMANCE

Members will be provided with goal(s) at the onset of the service assignment based on the activities and responsibilities noted above. Members will track goal attainment monthly through an on-line system (training provided). Members will also discuss professional performance in the form of a mid-term and final appraisal.

CAREER DEVELOPMENT AND SERVICE REQUIREMENTS

Members will perform day to day service at a LISC Affordable Housing Development partner and serve a minimum of 28 hours per week. Normal service hours are 9am-5pm with 30 minutes for lunch per day. There will be opportunities to serve evenings and weekends. Members are required to track time and submit on-line (training provided) timesheets twice per month.

Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending a local onboarding session coordinated by LISC and an onsite orientation to our organization;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;

- Actively participating in all locally identified and team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service in January and one for National AmeriCorps Week in March); and,
- Engaging in any other LISC events as determined by the local LISC office.

This is an AmeriCorps position. LISC and the participating organization will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member.

DESIRED SKILLS

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods;
- Candidates will have a bachelor's degree, pursuing or have completed a Master's degree in a related field
- Have the analytical background to managing finance structuring;
- Good written and oral communication skills; and
- A passion for community and housing development.

PROGRAM ELIGIBILITY REQUIREMENTS

To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Be eligible to earn 100% of a quarter-time education award
- Be eligible to perform a term of national service
- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no upper age limit)
- Have unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by CNCS
- Be available to serve for a full 4 month period of time
- Be able to complete at least 450 hours of service within the 4 months of service as well as serve the full term of the service

NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Only candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of murder may not participate as an AmeriCorps member. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, a State Level Criminal History Search and an FBI search. Consent is provided via the LISC AmeriCorps application.

PROGRAM BENEFITS

Upon successful completion of the term of service, the member will be eligible for a \$1,538 education award to pay off existing, eligible student loans or return to school. Members are eligible to place existing student loans (loans must qualify and not in a state of default) into AmeriCorps forbearance. The position will pay \$10/hour for the 450 hours of service in a stipend. The stipend is taxable and will be paid in two installments.

HOW TO APPLY:

Please send your cover letter and resume to: lalisc@gmail.com by **May 15th, 2018**.

We are committed to diversity and inclusion in the selection process.

This program is available to all, and we treat all persons without regard to race, color, religion, creed, gender, sexual orientation, gender identity, national origin, ancestry, citizenship status, age, marital status, veteran status, disability, genetic information, or any other characteristic or status protected by applicable federal, state or local law.