AmeriCorps Member
Service Opportunity
Full-Time Position
1700 hours in 10 months

Southwest Detroit Environmental Vision (SDEV) and Local Initiatives Support Corporation (LISC) are seeking a full-time AmeriCorps member to serve as a *Community Assessment & Leadership Associate-Southwest Detroit Environmental Priorities*. The candidate will ideally begin service on December 1, 2018 and serve a minimum of 1700 hours though the end of his/her term on September 30, 2019. The exact start and end date is confirmed by the Member Agreement of Participation. The individual selected to serve is not considered to be an employee of SDEV or LISC, rather is hosted by and works on projects led by SDEV.

ORGANZIATION BACKGROUNDS

Southwest Detroit Environmental Vision (SDEV) is on a mission to improve the environment and strengthen the economy of Southwest Detroit. For over 25 years, we've worked together with residents, community organizations, government agencies, schools, businesses and industry to combat environmental concerns, including: air quality, blight (illegal dumping, graffiti, abandoned homes), and incompatible land use (spaces that inhibit enjoyment of the outdoor and neighborhood environment). Learn about our programs and projects at: www.sdevweb.org.

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families. Over the last 38 years, LISC and its affiliates have invested approximately $20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than $50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at www.lisc.org

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

The *Community Assessment, Engagement & Leadership Associate for Southwest Detroit Environmental Priorities* will be tasked with assisting the SDEV Director of Programs and Program Manager(s) in coordinating projects that include working with residents and stakeholders to identify environmental assets and priorities and will support/enable the organization to provide a sustained level of more and/or better direct services following the member's service term

The primary program the *Community Assessment, Engagement & Leadership Associate* will work on is the Southwest Detroit Eco-D – a collaborative initiative that encompasses SDEV's current programs as well as relevant activities by Southwest Detroit Eco-D collaborators. This new Eco-District designation for Southwest Detroit will document current and new community priorities, assets, and projects that support improvements to environment/ecology, economy, and equity in the community. Eco-D looks to foster neighborhood-level sustainability (sustainability means 'resourcefulness' with a focus on preserving and protecting the Earth and natural resources). Eco-D supports community-driven plans that fuel innovative urban regeneration across Detroit.This work includes a collaborative effort to assess and create a directory of the landscape of organizations working on environmental concerns in Detroit.

MEMBER SIGNATURE: _____
LISC PD APPROVAL (date): SRapp 11.07.18
V. YR24 2018- 2019

The member will be supporting volunteer recruitment, engagement and associated data tracking for SWD Eco-D projects, including but not limited to:

- Cadillac Urban Gardens on Merritt
- Oakwood Heights Garden and Greenspace
- Neighborhood clean-ups
- Annual Tire Sweep
- GM Cares Week
- Safe Routes to School
- Healthy Homes/Healthy Babies, Bright Futures

Duties include assisting with/supporting the following, to be performed under the direction and supervision of the Director of Programs:

- Communicating with and gathering information/data from existing stakeholders/community members
- Supporting recruitment of volunteers
- Supporting volunteer supervision
- Scheduling, planning, and helping to conduct small and large meetings
- Creating written content for print, website, social media and speaking
- Researching (using web, print, and verbal means) community history, assets, issues, barriers, resources, goals, and priorities
- Writing/contributing to community assessment documentation and reports
- Data entry and database management

Additional duties will include:

- The Associate will also participate in SDEV internal project meetings, staff meetings, trainings (as scheduled), and will participate in any team building activities (as scheduled).
- The Associate will be required to participate in LISC AmeriCorps monthly meetings and conferences

PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS

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

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. Members are required to track time and submit on-line (training provided) timesheets twice per month.

Members will perform daily service at Southwest Detroit Environmental Vision and serve a minimum of 40-42 hours per week (1700 hours total over a 10-month period). Normal service hours are Monday – Friday from 8:00 a.m. – 5:00 p.m. with 30 minutes for lunch per day (lunch/breaks do not count toward service hours). There will be opportunities to serve evenings and weekends.

Members will have an immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and Southwest Detroit Environmental Vision.

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 a national leadership conference tentatively scheduled for March 2019;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;

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

REQUIRED SKILLS:

- Ability to speak, read, and write in English and to speak Spanish
- Comfort with public outreach/public speaking
- Familiarity with Microsoft Office Suite (especially Microsoft Excel)
- Familiarity with web-based/cloud-based document management systems (e.g. Google Drive (particularly Google Docs and Google Sheets))
- Ability to follow directions and meet deadlines
- Ability to communicate needs and concerns to the supervisor

DESIRED SKILLS:

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to work independently and in a team environment
- Good written and oral communication skills

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 the education award associated with this description
- Be eligible to perform the term of national service associated with this description
- 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 during the pre-enrollment period
- 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)
- Be able to complete at the hours within the timeframe of the service term and serve the full term

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. Candidates must be cleared by CNCS prior to the first day of service.

PROGRAM BENEFITS

Upon successful completion of the term of service, the member will be eligible for a $5,920 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 pays a total stipend of $17,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is required. A health care benefit is available for the participant only (dependents are not eligible). For members with children under the age of 13, there is a child care subsidy benefit available which is dependent on the participant meeting all eligibility requirements (This benefit is administered by a contracted provider via the Corporation for National and Community Service).

Additional benefits for alums can be found here: https://www.nationalservice.gov/special-initiatives/employers-national-service/alumni and information on Public Service Loan Forgiveness can be found here: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service.

HOW TO APPLY:

Interested individuals should submit a cover letter describing interest and summarizing key skills/experience and a resume (not more than two page length for resume). The cover letter and resume should be submitted as one PDF file with a file name matching this structure: "applicant last name_applicant first name_SDEV LISC". The file should be attached to an email to sarahjclark.sdev@gmail.com. Applicant should carbon copy or "CC" the following on that email: Kathy.sdev@gmail.com, Maggie.sdev@gmail.com, Alondraalvizo.sdev@gmail.com.

Questions about this opportunity and how to apply should be directed to Sarah Clark, Director of Programs at 313-842-1961.

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.