



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

The **Waterfront Historic Area League (WHALE)**, in partnership with the Community Economic Development Center of Southeastern Massachusetts, Inc. (CEDC) and **Local Initiatives Support Corporation (LISC)** are seeking a full-time AmeriCorps member to serve as a **Project Coordinator**. The candidate will ideally for example begin service on October 1, 2018 and serve a minimum of 1700 hours through the end of his/her term on July 31, 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 the Waterfront Historic Area League (WHALE) or LISC.

**ORGANIZATION BACKGROUNDS**

This mission of the Waterfront Historic Area League (WHALE) is to foster historic preservation and continued use of the city's architectural heritage, so to enhance community and economic vitality in New Bedford, MA. WHALE accomplishes its mission through: Bricks and mortar historic preservation projects; Advocacy and Education. The mission of the Community Economic Development Center of Southeastern Massachusetts (CEDC) mission is to create a more just local economy by building bridges to resources, networks, and cooperative action for low-to-moderate income members of New Bedford. The larger community of New Bedford will benefit from the increased partnership and coordination between WHALE and CEDC, allowing them to focus their collective resources on projects with more challenges but also greater potential rewards to the city and its residents.

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](http://www.lisc.org)

**AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

WHALE will be working with CEDC and the AmeriCorps Project Coordinator will spend about two days a week serving on CEDC projects and about three days per week at WHALE. There will also be evening and weekend opportunities to serve. Member will also attend Love the Avenue meetings representing and performing community outreach for both organizations and also to strengthen and manage housing planning efforts.

Projects that AmeriCorps member would participate in: Love the Avenue Committee; Capital Theater; Strand Theater; Island Park and Mural; Co-Creative Center; Foreclosure restoration projects.

Specific Activities:

- Participate actively in Project Meetings.
- Coordinate communication and information between project partners and WHALE development team.

**MEMBER SIGNATURE:** \_\_\_\_\_

**LISC PD APPROVAL (date): srapp 10.17.18**

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- Prepare project outreach and business plans and concept reports. Keeping track of project schedule.
- Assist in projects under construction including preparation of bid packets, creation of contractor database, and project coordination for successful completion.
- Assist with project details related to construction including scheduling vendors.
- Conduct outreach to neighbors of community projects to address concerns.
- Create community information packages on projects.
- Coordinate and train volunteers for community clean-ups, tax season assistance.
- Coordinate public art placemaking projects such as murals and community events.

### **PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS**

This is an AmeriCorps position. LISC, WHALE and CEDC 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.

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 day to day service at WHALE and CEDC and serve a minimum of 40-42 hours per week. Normal service hours are Monday – Friday from 8:30 am – 5:00 pm with 30 minutes for lunch per day. There will be opportunities to serve evenings and weekends. The AmeriCorps Project Coordinator will spend two days serving at CEDC and the other three days at WHALE.

Members will have one immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and WHALE.

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.

### **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
- Computer skills
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)
- Multitasking
- Volunteer Coordination
- Basic Computer Skills
- Microsoft Office Suite
- Social Media

### **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:**

To apply, interested candidates should send a cover letter and resume to WHALE's Development Officer, Aaron M. Dougherty, at [adougherty@waterfrontleague.org](mailto:adougherty@waterfrontleague.org).

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.*