



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

**The Neighborhood Developers, Inc. and Local Initiatives Support Corporation** are seeking a full-time AmeriCorps member to serve as a **CONNECT Job Developer**. The candidate will ideally 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 Neighborhood Developers, Inc. or LISC.

**ORGANIZATION BACKGROUNDS**

The mission of The Neighborhood Developers is to bring its core strengths -- building homes, engaging neighbors, and fostering economic mobility -- to community partnerships that create great neighborhoods where all people can thrive. In 2012 TND led the formation of CONNECT, a Financial Opportunity Center, where five non-profits co-locate and bundle economic and educational services to more effectively help households find a better job and improve their financial stability and mobility. At CONNECT, TND delivers financial education and coaching as well as income stabilization services, and as CONNECT's lead agency, provides the "glue" that binds the partners together. This new AmeriCorps position will expand TND's capacity for workforce development services.

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**

There are two core activities and responsibilities of the CONNECT Job Developer AmeriCorps member: 1) the member will conduct outreach to identify and refer economically disadvantaged residents of Chelsea, Revere, Everett, and Malden into adult education, job training and job placement, with a focus on the hospitality sector due to the massive growth of the hospitality industry in our area; and 2) the member will directly deliver as well as provide access to career advising services as clients weigh job training and job placement options. The metrics to track to measure performance will include: number reached by outreach; number that access career advising; the number referred to English language training, adult education or job training; the number placed into jobs.

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

This is an AmeriCorps position. LISC and The Neighborhood Developers, Inc. 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.

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

**LISC PD APPROVAL (date): srapp 09.18.18**

V. YR24 2018- 2019

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 The Neighborhood Developers, Inc. and serve a minimum of 40-42 hours per week. Normal service hours are eight hours a day delivered between Monday – Friday from 8:00 am – 5:30 pm with 30 minutes for lunch per day. 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 The Neighborhood Developers, Inc.

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**

- A “people person”
- Ability to understand and appreciate employer needs
- Ability to understand and appreciate a prospective employee’s skills and aptitudes
- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Can communicate effectively in Spanish and/or Haitian Creole
- Energetic and creative
- Problem-solving attitude
- Experience using a database
- Good written and oral communication skills
- Ability to present information in front of groups of people
- Ability to work independently and in a team environment
- Ability to work a flexible schedule (some night and weekends may be required)

### **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:**

Email your resume to [personnel@tdinc.org](mailto:personnel@tdinc.org) with a paragraph explaining (a) why you want to spend a year as an AmeriCorps volunteer; and (b) why this particular AmeriCorps position interests you.

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.*