North Shore CDC and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a **Family Resource Coordinator** for ESPACIO program space. The candidate will ideally begin service on October 1, 2017 and serve a minimum of 1700 hours though the end of his/her term on July 31, 2018. The exact start and end date is confirmed by the Member Agreement of Participation.

**ORGANZIATION BACKGROUNDS**

Based in Salem, Massachusetts, North Shore CDC is a regional community development organization with a mix of programs and activities including real estate development, community engagement and neighborhood-based programming. Our work is primarily in Salem, Beverly, Peabody Gloucester and Merrimac, and within each community much of our work is concentrated in historically low-income neighborhoods. Each is home to a richly diverse population of multi-generational families as well as first and second generation immigrants primarily from Central and South America, but also including families from Southeast Asia, Africa, etc.

North Shore CDC’s mission is to invest in neighborhoods to create thriving communities. Our vision is that each neighborhood is one of choice and opportunity. For more information on our history and programs, please visit our website at www.northshorecdc.org.

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.

**AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

The Family Resource Coordinator will play an essential role in helping provide additional support to a caseload of clients at the Family Resource Center, housed under the newly constructed ESPACIO programming space in The Point neighborhood in Salem, MA, mainly through financial coaching, tax preparation, but also through coordinating referrals for ESL classes, job training and placement, health insurance, food stamps, food pantry services, housing and other basic needs services.

The member will work closely with residents seeking services by providing intake and referral support to a caseload of clients. The member will supplement partner services with workshops, activities and coaching. Member activities will include scheduling client appointments, client intake and follow-up, providing one-on-one financial counseling providing materials and in house support when needed, conducting outreach, enhancing program marketing materials and tracking his/her client data in Salesforce. The member will maintain a caseload of clients to provide one-on-one support as well as enroll them in financial service classes and workshops being offered by Community Credit Union. The member will work with existing community programs, such as VITA Tax Prep, ESL classes, and YouthBuild, and other ESPACIO programs, as well as clients receiving housing services from North Shore CDC to recruit participants for counseling.

**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 North Shore CDC and serve a minimum of 40 hours per week. Normal service hours are Monday – Friday from 8:30 am – 5:30 pm 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 a national leadership conference tentatively scheduled for March 2018;
* Attending all locally sponsored monthly meetings;
* Participating in nationally sponsored webinars;
* Actively participating in at least two locally identified and 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.

This is an AmeriCorps position. LISC and North Shore CDC 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**

* Professional, mature and detail oriented
* Strong critical thinking and problem solving skills
* Customer service experience
* Bilingual Spanish/English
* Excellent organizational and communication skills
* Experience in social services
* 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 Computer skills
* Good written and oral communication skills
* 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 a full-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 10 month period of time
* Be able to complete at least 1700 hours of service within the 10 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 $5,815 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 $15,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is highly encouraged. 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).

**HOW TO APPLY:**

Rosario Ubiera-Minaya, Chief Program Officer, North Shore CDC

Email: [rosario@northshorecdc.org](mailto:rosario@northshorecdc.org)

Address: 96 Lafayette Street, Salem, MA 01970

*LISC &* North Shore CDC *promote equal opportunity in selecting AmeriCorps members*

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.*