United Way of Massachusetts Bay and Merrimack Valley and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a **Community Assessment Specialist.** 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**

UWMB was built on the belief that together we can accomplish more than any individual or organization can alone.  We help residents of our local communities – many of them economically disadvantaged – to connect with the resources and support they need to reach their full potential. UWMB is uniquely qualified to take on this challenge. No other single organization has the scope, expertise, and influence to bring together hundreds of human service agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-lasting results.

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 member selected to serve in this capacity will be responsible for:

* **Conducting research that supports the development of Boston Builds Credit, a citywide credit building initiative:**
  + Conduct consumer/resident research (i.e. focus groups, consumer surveys and literature reviews) to better understand the needs, opportunities and challenges related to credit building in the City of Boston. Emphasis will be on consumer research centered in Roxbury, Dorchester and Mattapan neighborhoods.
  + Research effective models for conducting public information campaigns, with an emphasis on credit building, asset building and financial literacy. Help shape this campaign and ensure that the messaging and framing of information reflect how community members learn, understand, share, and act.
  + Work with project evaluation team to assess data associated with credit scores and credit building to determine effective strategies for helping Boston residents to improve credit scores.
* **Conducting community outreach:**
  + Meet with community based organizations and other non-profit organizations to assess their interest in and capacity to promote credit building for their members/clients;
  + Conduct interviews with credit unions, CDFIs and other providers of credit building products to identify opportunities to develop strategic partnerships that promote the responsible use of credit;
  + Identify opportunities for promoting credit building services to City of Boston employees and for embedding credit building goals into city programming;
  + Meet with other stakeholders who might help to build support for the goals of the credit building initiative.

**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 performance appraisal.

**CAREER DEVELOPMENT AND SERVICE REQUIREMENTS**

Members will perform day to day service at 51 Sleeper Street, Boston MA and serve a minimum of 40 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.

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 United Way of Massachusetts Bay and Merrimack Valley 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
* 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)

**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:**

Gail Sokoloff at [Gsokoloff@supportunitedway.org](mailto:Gsokoloff@supportunitedway.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.*