



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



**Somerville Community Corporation and Local Initiatives Support Corporation** are seeking a full-time AmeriCorps member to serve as an Economic Opportunity Programs Associate. 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 Somerville Community Corporation or LISC.

### **ORGANIZATION BACKGROUNDS**

SCC is a membership organization that provides leadership for sustaining Somerville as a vibrant, diverse and tolerant community. SCC, a 49-year old nonprofit Community Development Corporation (CDC), strengthens the city of Somerville by producing and preserving affordable housing, organizing Somerville residents to campaign for social equity, and providing programming to strengthen participants' economic and financial standing. SCC has adopted a three-pronged approach to creating and preserving diversity and housing affordability in Somerville:

- Develop and preserve as many affordable units as we can in response to community-driven planning and organizing, and using green and sustainable design principles.
- Organize the community to promote policies that enhance the regulatory and funding environment for affordable housing and good jobs for Somerville residents, and
- Create access to economic opportunities for our constituents

### **Economic Opportunity Programs at Somerville Community Corporation**

Somerville has become an epicenter for growth and transformation, with an anticipated influx of 30,000 new jobs in the next 15 years. With this growth comes market pressures that drive up the cost of living, resulting in the displacement of residents who cannot afford the increasing expenses. SCC's goal is to make sure people of all incomes can continue to live and thrive in Somerville, and to benefit from the changes taking place. In addition to building and preserving affordable housing as a means of preventing displacement, SCC recognizes the value of helping people achieve economic stability. Today our Economic Opportunity work consists of financial education and counseling, first time home-buyer education, and the First Source Jobs Program. All our Economic Opportunity programs consist of a mix of group workshop, class series, and one-on-one coaching/counseling. SCC has seen a significant increase in demand for our services in recent years, not only from individual residents but also from other Somerville agencies who seek SCC's assistance in serving their clients with financial education and job readiness and access services. SCC's approach is relational, with a belief that strong partnerships with people along the career continuum lead to more effective results. We are also committed to a model that makes participants realize they are agents of change, both in their own life and in relation to systems that affect them and their community.

### **LISC**

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

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

**LISC PD APPROVAL (date): srapp 09.17.18**

V. YR24 2018- 2019

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**

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

- Community outreach and recruitment for potential Economic Opportunity program participants in Somerville, including social media, flyering, tabling, and visiting other organizations and programs.
- Facilitating Welcome Sessions for new program participants.
- Conducting intake sessions with new program participants.
- Oversee the Resource Room, a self-service center for working on job application materials, conducting job searches, accessing Career Ready 101 (online, self-paced skill development & training modules), and working on financial or home buying goals.
- One-on-one financial and career coaching, which includes establishing individual plans and working with program participants to act on those plans, and referrals to wrap-around support services, with a total case load of 50 clients over the course of the member's term.
- Facilitating training (e.g., household budgeting, credit repair, resume writing, interview preparation, etc.) for job preparation, both individually and in workshops. The member will help facilitate a minimum of five skills training workshops.
- Assisting with the creation and improvement of soft skills curricula.
- Timely data entry (case management notes and participant outcomes) for the member's case load.
- Assisting with social media exposure for SCC's Economic Opportunity Programs on Facebook and Twitter.
- Participating in training sessions to develop the skills needed to perform the above responsibilities.

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

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**

This is an AmeriCorps position. LISC and Somerville Community Corporation 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 Somerville Community Corporation and serve a minimum of 40-42 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 will have an immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and Somerville Community Corporation.

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
- Ability to work a flexible schedule (some night and weekends may be required)
- At least 1 year of direct service experience in financial education or workforce development, coaching, or other human service program
- Has strong oral and written English communication skills, and ability to communicate with English Language Learners
- Can comfortably manage multiple tasks and projects
- Strong computer skills
- Proficiency in Spanish, Portuguese or Haitian Kreyol strongly preferred
- BA preferred, experience can be substituted for education

### **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:**

Please submit a cover letter, and resume to Janine Lotti: [jlotti@somervillecdc.org](mailto:jlotti@somervillecdc.org). No phone calls or letters please. For more information, see our website at [www.somervillecdc.org](http://www.somervillecdc.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.*