Neighborhood of Affordable Housing, Inc. (NOAH) and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a **Community Engagement/ Job Training Coordinator.** 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**

Neighborhood of Affordable Housing, Inc., (NOAH) is an award-winning non-profit community development corporation providing a range of housing and community development programs and services in the Greater Boston region. Founded in 1987, NOAH initially focused on serving the East Boston community, though our service area has grown to incorporate the entire Greater Boston region. Although NOAH serves every disadvantaged client who comes in seeking assistance, we continue to have a special focus on aiding new immigrants in need. Today, all NOAH counseling and program staff are bilingual, most in Spanish and English. Over 60% of NOAH’s clientele are from an ethnic minority household, with the majority being either low-income or low/moderate-income. NOAH works toward achieving the National Housing Goal of “a decent home and suitable living environment” for as many underprivileged or underserved individuals as it can within the Greater Boston region. The organizations' 33 full- and part-time staff members are governed by a 14-member Board of Directors. NOAH’s work is guided by its Mission Statement: “NOAH, the Neighborhood of Affordable Housing, is an East Boston based community development corporation structured to collaborate with and support residents and communities in their pursuit of affordable housing strategies, environmental justice, community planning, leadership development, and economic development opportunities. NOAH eagerly partners with those residents, neighborhood entities, municipalities or groups that share similar values and goals in order to improve standards of living, build community, and create social/economic opportunities, especially for low and moderate-income persons, families and disadvantaged groups or areas. NOAH’s goals and programs are built on a commitment to equality, fairness, diversity and respect for all people.”

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:

* Recruit new Environmental Justice Volunteers from East Boston
* Assist in training youth ages 13-17 who are members of NOAH’s East Boston Environmental Youth Crew
* Develop and implement training curriculum for youth crew members to ensure they have access to valuable vocational job and leadership training
* Mentor youth crew members to ensure their continued progress toward educational and employment goals
* Coordinate programming for youth crew around community-based campaigns to improve quality of life for East Boston residents around issues of affordable housing, open-space, and public safety
* Create a Volunteer Training Curriculum and accompanying manual
* Create a process for ongoing communication with/engagement of existing volunteers
* Train new volunteers
* Manage social media platforms to assist with volunteer engagement
* Supervise active volunteers to ensure effective utilization of individual volunteers’ skill set
* Measure and reporting annual volunteer impact
* Assist Director of Community Building and Environment with special recruitment efforts around Climate Change Adaptation/Mitigation movement in East Boston

**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 NOAH and serve a minimum of 40 hours per week. Normal service hours are Monday – Friday from 9 am – 5:00 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 NOAH 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)
* Proficiency in Spanish greatly desired, but not 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:**

Please submit resume and cover letter to Linda Miller-Foster via email at [linda@noahcdc.org](mailto:linda@noahcdc.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.*