**Codman Square Neighborhood Development Corporation (CSNDC)** and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a **Health Entity Opportunity Liaison**. The candidate will ideally begin service on November 1, 2019 and serve a minimum of 1700 hours though the end of his/her/their term on August 31, 2020. 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 **CSNDC** or LISC.

**ORGANZIATION BACKGROUNDS**

Codman Square Neighborhood Development Corporation strives to build a cohesive and resilient community in Codman Square and South Dorchester, develop affordable housing and commercial spaces that are safe and sustainable, and promote economic stability for low and moderate income residents of all ages.

The geographic area we will focus on is our organization’s service area which is a two square mile section of Dorchester that is bounded by Columbia Road and Geneva Avenue to the north, Gallivan Boulevard and Morton Street to the south, Blue Hill Avenue to the west, and Dorchester Avenue to the east. We have close to 900 units of housing spread throughout our service area and maintain active tenant organizations in all our multiunit properties as well as actively work with a range of neighborhood organizations in a multitude of capacities. We have staff that are sitting board members of several neighborhood civic groups and non-profit entities such as the Neighborhood Council, Talbot Neighborhood Triangle (TNT) Neighbors United and Greater Four Corner Action Coalition. We have an active partnership and collaborate with another anchor organization in the community, Codman Square Community Health Center, as well. CSNDC has a long standing commitment to work with the smaller block associations in our community providing meeting space when necessary, technical assistance and leadership development. A recent example of this commitment is the recently formed West of Washington (WOW) neighborhood group was birthed as a result of our Community Organizing & Resident Resources (CORR) staff working with various smaller block associations to organize community members around the issue of gentrification & displacement. We facilitate community cohesion events throughout the year, offer technology and small business classes in our Computer Learning Center, operate an employment search and support program (“Ready, Set, Work”), convene a twice a year Resident Leadership Institute, and have several health and wellness initiatives we facilitate. In addition to this work we also provide First Time Home Owner Classes, Estate Planning, and Financial Capabilities Courses & Counseling. We also have a line of business, The Eco-Innovation Division, dedicated to social and environmental sustainability. Our sustainability efforts are modeled through our work in the TNT/Eco-Innovation district. Our current focus is on energy efficiency upgrades for residents and small businesses, democratizing solar for the aforementioned residents & small businesses, and green infrastructure improvements & related workforce development. We also provide community rooms that can be accessed by community organizations, non-profit partners and individual tenants in our properties. Our service area is majority renter occupied and the racial/ethnic demographic is predominantly African American, Afro Caribbean and Latinx.

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 $60.4 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 35 markets and a Rural program making an impact in 2,100 counties. Visit us at [www.lisc.org](http://www.lisc.org)

**AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

AmeriCorps member will be serving to support our “Ready, Set, Work” employment & training program by actively pursuing employment and training partnerships with area health, public health and health adjacent entities such as hospitals, community health centers, local colleges and universities. The AmeriCorps member will work closely with our Computer Learning Center coordinator and organizing staff to connect community residents and CSNDC tenants to opportunities to secure career path employment & training opportunities in the area of health as well as learning opportunities to expand their understanding of public health issues that can be applied in the context of community level education and outreach. Specifically the AmeriCorps member will be expected to create an asset map of health field opportunities (employment & training) in the area and support organizing staff in identifying and implementing public health education & training opportunities for residents engaged with the CSNDC Community Organizing & Resident Resources Department.

The AmeriCorps member will be expected to assist CORR staff in supporting community members with resume development, connecting clients with job and training referrals based on performing a skills & experience assessment as well as assisting them effective ways of utilizing the internet to increase their access to opportunities. CORR staff will be responsible for recruit of clients/community members. AmeriCorps member will play a supporting role in regards to data and tracking.

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

This is an AmeriCorps position. LISC and Codman Square Neighborhood Development 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 587 Washington Street, Dorchester, MA 02124 and serve a minimum of 40 hours per week. Normal service hours are Monday – Friday from 9 am – 5:30pm 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 CSNDC.

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 in March 2020;
* 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
* 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 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. 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 in any national service program. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. All results must be received and reviewed by LISC at least two weeks prior to the first day of proposed service. Candidates must be cleared for service by LISC prior to the first day of service. LISC will review and discuss with the candidate any concerns with eligibility that may arise as a result of these checks as per LISC’s policy.

**PROGRAM BENEFITS**

Upon successful completion of the term of service, the member will be eligible for a $6,095 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 send all inquiries to Jason Boyd, Director of Community Organizing & Resident Resources (CORR). I can be reached by phone at 617.825.4224 x140 or via email at jason@csndc.com

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.*