The Neighborhood Developers and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as an Assistant Economic Mobility Coach. The candidate will ideally begin service on October 1, 2019 and serve a minimum of 1700 hours though the end of his/her/their term on July 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 The Neighborhood Developers or LISC.

**ORGANZIATION BACKGROUNDS**

The mission of The Neighborhood Developers is to bring its core strengths -- building homes, engaging neighbors, and fostering economic mobility -- to community partnerships that create great neighborhoods where all people can thrive. In 2012 TND led the formation of CONNECT, a Financial Opportunity Center, where five non-profits co-locate and bundle economic and educational services to more effectively help households find a better job and improve their financial stability and mobility. At CONNECT, TND delivers financial education and coaching as well as income stabilization services, and as CONNECT’s lead agency, provides the “glue” that binds the partners together. This new AmeriCorps position will expand TND’s capacity for economic mobility services.

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**

The Assistant Economic Mobility Coach will have two broad responsibilities: (1) Manage a pipeline of clients from the general population, with a focus on referrals from MGH Chelsea and MGH Revere. Undertake intake, assessment / triage, direct “coaching lite” services and referrals to expert service providers within and outside of CONNECT. “Coaching lite” will consist of (a) career counseling, soft skills supports, and assistance to access training programs and/or apply for jobs; and (b) problem-solving / goal setting around credit repair and asset building. Metrics to measure performance will include the total number of referrals handled, the number of referrals handled specifically from MGH sources; total number of clients who accessed coaching lite and the subset thereof that accessed career vs financial coaching; number of clients enrolled in job training; number placed in jobs; number of clients who enrolled in / accessed other CONNECT services (e.g. financial coaching). (2) Build out feedback loops to medical providers at referring hospitals.

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

This is an AmeriCorps position. LISC and The Neighborhood Developers 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 The Neighborhood Developers and serve a minimum of 40-42 hours per week. Normal service hours are Monday – Friday from 8:00 am – 5:00 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 The Neighborhood Developers.

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)
* Bilingual (ideally Spanish/English) is strongly preferred

**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 submit a resume and letter of interest to CONNECT Director Stefanie Shull at sshull@connectnow.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.*