AmeriCorps Member
Service Opportunity
Summer Only Position
300 hours

Enfield Food Shelf, Inc. and Local Initiatives Support Corporation are seeking a summer only AmeriCorps member to serve as an Assistant Outreach Coordinator. The candidate will ideally begin service on August 1, 2020 and serve a minimum of 300 hours through the end of his/her/their term on September 30, 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 Enfield Food Shelf, Inc. or LISC.

ORGANZIATION BACKGROUNDS

Established in 1968, for more than 50 years, Enfield Food Shelf, Inc., has been providing food assistance to Enfield areas families in need. In addition to our primary program of weekly grocery-style food assistance and a variety of resources such as nutrition counseling, we have several programs and partnerships which facilitate a broader distribution of food to those in need. These include the Commodity Supplemental Food Program which distributes boxed food monthly to qualified seniors with home delivery; Mobile Foodshare, a bi-weekly distribution of perishable goods at our site; Healthy Meals=Healthy Minds partnership which includes Summer Lunch Bunch for children out of school and Tonight in Thompsonville, family dinners monthly. Enfield Food Shelf also maintains remote pantries at Asnuntuck Community College and Head Start and other local agencies and organizations to provide those in need with emergency food. Additionally, we are piloting an outreach program to combat senior isolation, Enfield Friendly Caller program. As a result of the recent COVID crisis, we have adjusted and added programs such as drive-thru grocery pick up and home delivery weekly of groceries for those in need. Visit us at www.enfieldfoodshelf.org or on Facebook.

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

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

Due to COVID-19, many of our community members find themselves needing assistance for the first time. In addition to its core food assistance programs, Enfield Food Shelf hosts bi-weekly Mobile Foodshare site distributions, provides a monthly Commodity Supplemental Food Program for seniors, partners to host a daily Summer Lunch Bunch and Back to School Backpack Distribution. The Assistant Outreach Coordinator will work directly with the Executive Director to provide support for all our food assistance programs which provide critical resources to the Enfield community including children, families and seniors. Support from this position is to include engaging/supervising volunteers and/or handling distributions, collecting and reporting data, direct client contact as needed including program registration by telephone, surveying to determine community/client impacts as well as weekly support for primary program grocery distribution which may include intake and processing of donations, stocking shelves, client check-in and/or registration, client shopping assistance. The member may also work on activities and events Enfield Food Shelf partners with such as Educational Resources for Children and Enfield Social Services. As Enfield Food Shelf will be moving to a larger facility during this time period, marketing and publicity associated with this move may also be needed to ensure clear client communications.

PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS

This is an AmeriCorps position. LISC and Enfield Food Shelf, Inc. 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 Enfield Food Shelf, Inc. and serve a minimum of 25 hours per week. Normal service hours are Monday – Wednesday from 8 am – 2 pm, Thursday 8 am to 5 pm and Friday 8am to 2pm 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 Enfield Food Shelf, Inc.

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 all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in team coordinated service projects; 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 $1,289.95 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 $3,900. The stipend is taxable and paid weekly equal checks from Enfield Food Shelf, Inc.

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:

Candidates should email a brief cover letter and resume directly to Farhana Arif (farif@lisc.org) with subject line "AmeriCorps COVID-19 Response". All questions regarding the position should be directed to Kathleen Souvigney (ksouvigney@enfieldfoodshelf.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.