



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



The Community Development Corporation of South Berkshire (CDCSB) and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as an Associate Project Manager. 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 Community Development Corporation of South Berkshire or LISC.

**ORGANIZATION BACKGROUNDS**

CDCSB’s service area includes all of Berkshire County, with a primary focus area on the fifteen towns south of Pittsfield: Lenox, Richmond, Lee, Stockbridge, West Stockbridge, Great Barrington, Tyringham, Egremont, Alford, Sheffield, New Marlborough, Monterey, Otis, Mt. Washington, and Sandisfield. Within this focus area, CDCSB’s work concentrates in the communities that have some level of public infrastructure (town water and sewer, public transportation) and have ready access to services: Great Barrington, Stockbridge, West Stockbridge, Lee, Lenox, Sheffield. The largest of these, Great Barrington, has a population of 7082; the populations of the other towns range from 151 to 5907 (2015, USA City Facts, US Government).

The south Berkshire region is characterized by its rural setting with a predominance of open space, agricultural land with a trend for increasing “rural sprawl” e.g. the population in the core of downtown Great Barrington has declined by 10% over the last decade; in Housatonic by 17%. The economy is increasingly service-based, driven by the hospitality and tourism industry. Land costs are disproportionately high, driven by the vacation, retirement and second home markets. Land costs are rising; wages are declining. The combination of low wage-paying jobs and high housing costs has made it especially difficult to retain the area’s youth; the population is declining and aging with a median age of 45.

The unemployment rate in the larger towns ranges from 4.1% in Great Barrington to 3.3% in Stockbridge (Bureau of Labor Statistics). In 2015 the poverty rate in the larger towns ranged from 10.1% in Lenox and 12.2% in Great Barrington with a rate of 14.3% for all of Berkshire County (US Census ACS). These statistics indicate a significant population of “working poor”. The population is 94% white, with a slowly growing Latino population.

Median household income ranges from \$48,000 in Monterey to \$91,000 in Alford. The median household incomes in the larger towns, holding the majority of the population, average approximately \$52,000. The median household income of the downtown cores of the larger towns are 20% to 40% less than the median household incomes for the towns as a whole.

Median sales price of 1500-2500 sq. ft. homes averages \$345,000. The household income necessary to afford the median sale price is \$90,000, or \$38,000 more than the median household income (MassHousing). Nearly half of all homeowners and almost two-thirds of all renters pay more than 30% of their income on housing costs. Homeowner and rental vacancy rates are both less than 2%. None of the south Berkshire towns meet the minimum 10% Subsidized Housing Unit threshold set by Massachusetts Chapter 40-B. There is a very deep need for affordable housing throughout the area, for both rental and home ownership.

**LISC PD APPROVAL:**

**MEMBER SIGNATURE (at time of enrollment):** \_\_\_\_\_

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**

Housing Development Project Management of at least one current project with direction and oversight by the Executive Director:

- Oversee and manage the process for project feasibility, design/development, and permitting.
- Coordinate and facilitate project financing applications with particular attention to development budgets and operating proformas.
- Coordinate work and facilitate communication between owner, development consultant, and design/development team.
- Facilitate and manage the communication and relationships with State Agencies, Town Boards and partnering organizations.
- Keep records for all project meetings and project-related correspondence.
- Manage the project schedule, including the construction schedule if applicable.
- Develop relationships with community leaders and serve as CDCSB's liaison with the community.
- Coordinate project information meetings with neighborhoods and the wider public.
- Coordinate events and community outreach relating to ongoing projects and mission.
- Facilitate Facebook and Twitter account information relating to projects and organization.

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

This is an AmeriCorps position. LISC and CDCSB 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 CDCSB 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 CDCSB.

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:**

Send resumes to Emmalyn Gaertner at [emmalyn@cdcsb.org](mailto:emmalyn@cdcsb.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.*