

LISC AmeriCorps Opportunity

Job Placement & Referral Coordinator

About the Position: AmeriCorps member in her/his role as Job Placement & Referral Coordinator will be assisting clients with resume development, connecting clients with job referrals based on performing a skills & experience assessment, as well as assisting them with effective ways of utilizing the internet to increase their success in securing employment & training. The member will lead the scheduling process for our “Ready, Set, Work” employment resource program as well as provide 1/1 financial coaching for interested clients (assisting them in goal mapping, creating a financial plan/strategy). The AmeriCorps member will assist clients in completing our recently developed Universal Intake Form which will serve as a tool for clients accessing various services and programs CSNDC offers. The member will also identify and develop employer partnerships that will lead to increased opportunities for “Ready, Set, Work” clients.

About the NDC: (We strive) 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.

About CORR: The Community Organizing and Resident Resources Department (CORR) believes that strong, healthy, and stable communities are built from the ground up and with the help of all stakeholders in the community. CORR exists to tap, engage, and develop the leadership or residents living in and around NDC-owned properties, and to support resident-led efforts to create stronger communities by helping to build the community’s voice and by creating opportunities to exercise and engage that voice.

Qualifications

- Participants must be 17 years or older.
- Participants must have a high school degree, a GED, or must agree to achieve their GED with the term of the service.
- Participants must be U.S. citizens or permanent residents. Proper documentation will be required.
- Participants must be able to produce a Social Security Card at the onset of service.
- Be an organized, self-motivated, responsible individual able to take direction and work independently.
- Strong and effective communication skills.

- Commitment to social justice, diversity, equity, and inclusion, with a capacity to connect with individuals across racial, ethnic, cultural, religious, gender, sexual orientation, ability, and other identities.
- Ability to execute programs and use tools to measure and evaluate impact.
- Strong written and verbal communication skills.
- Ability to manage and maintain partner relationships.

Responsibilities of position:

- Conduct consistent outreach and recruitment to increase base of partner employers and other career support entities that are available to benefit clients.
- Consistently perform intake and 1/1 sessions with employment seekers.
- Assist walk-in clients to the CSNDC Computer Learning Center with their employment and training inquiries.
- Conduct employment skills assessment with all clients.
- Assist clients in creating and/or editing resumes.
- Perform on-going database entry (SalesForce) to track client intakes, support outputs and client outcomes.
- Weekly meetings with site supervisor to gauge progress and identify support needs
- Attend AmeriCorps Leadership Conference in March 2019 (one week commitment).
- Two days of community service projects during length of service
- One half-day to one full day per month for a monthly meetings.
- A minimum of participation in six webinars (lasting no longer than two hours each).

Reporting Structure: This position will report to the Director of Community Organizing & Resident Resources

Hours and Compensation:

- 10 Months (1700 hours)
- \$17,000 for length of service

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