



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

North Shore CDC and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Family Resource Coordinator. The candidate will ideally begin service on October 1, 2018 and serve a minimum of 1700 hours through the end of his/her term on July 31, 2019. 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 North Shore CDC or LISC.

ORGANIZATION BACKGROUNDS

Based in Salem, Massachusetts, North Shore CDC is a regional community development organization with a multitude of programs and activities, including real estate development, community engagement and neighborhood-based programming. Our work concentrates primarily in low-income neighborhoods of Salem, Beverly, Peabody, Gloucester and Merrimac. Each is home to a richly diverse population of multi-generational families as well as first and second generation immigrants primarily from Central and South America, but also including families from Southeast Asia, Africa, etc.

North Shore CDC's mission is to invest in neighborhoods to create thriving communities. Our vision is that each neighborhood is one of choice and opportunity. For more information on our history and programs, please visit our website at www.northshorecdc.org.

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 \$50 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 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at www.lisc.org

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

The Family Resource Coordinator will play an essential role in helping provide additional support to clients of the Family Resource Center housed under the newly constructed ESPACIO programming space in The Point neighborhood in Salem, MA, mainly via financial coaching, income tax preparation, coordinating referrals for ESL classes, job training and placement, health insurance, food stamps, food pantry services, and housing services. The Member will work closely with residents seeking services as well as the Director of Community Engagement by providing intake and referral support to all potential clients. As the first point of contact, the member will work closely to support residents in their referrals by developing and sustaining a caseload of clients who are working with the stakeholders in financial services, workforce development and housing. The member will supplement these partner services with financial coaching for the member's caseload of clients. The member will also provide on-site administrative support including scheduling client appointments, client intake, providing materials and in house support when needed, conducting outreach for programs, enhancing marketing materials and tracking client data in Salesforce. The AmeriCorps member will report to the Director of Community Engagement.

MEMBER SIGNATURE: _____

LISC PD APPROVAL (date): srapp 09.17.18

V. YR24 2018- 2019

PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS

This is an AmeriCorps position. LISC and North Shore CDC 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 North Shore CDC 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 North Shore CDC.

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 tentatively scheduled for March 2019;
- 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)
- Professional, mature and detail oriented
- Strong critical thinking and problem solving skills
- Customer service experience
- Bilingual Spanish/English
- Excellent organizational skills
- Experience in social services

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. Only 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. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, a State Level Criminal History Search and an FBI search. Consent is provided via the LISC AmeriCorps application. Candidates must be cleared by CNCS prior to the first day of service.

PROGRAM BENEFITS

Upon successful completion of the term of service, the member will be eligible for a \$5,920 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:

Jake Lefker, Director of Community Engagement,
jake@northshorecdc.org

North Shore CDC
96 Lafayette Street, Salem, MA 01970

LISC & North Shore CDC promote equal opportunity in selecting AmeriCorps members

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.