



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

Neighborhood of Affordable Housing and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as an Assistant Rental Housing Advocate. 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 Neighborhood of Affordable Housing or LISC.

**ORGANIZATION BACKGROUND**

Neighborhood of Affordable Housing (NOAH) is an award-winning non-profit community development corporation providing a range of housing and community development programs and services in the Greater Boston region. Founded in 1987, NOAH initially focused on serving the East Boston community, but now provides services throughout Eastern Massachusetts. NOAH works toward achieving the National Housing Goal of “a decent home and suitable living environment” for as many underprivileged or underserved individuals as it can within the Greater Boston region. Over 60% of its clientele is from an ethnic minority household, with the majority being either low-income or low/moderate-income. All NOAH counseling and program staff are bilingual, in Spanish and English. The organizations' 29 full- and part-time staff members are governed by a 13-member Board of Directors. NOAH's work is guided by its Mission Statement: “NOAH, the Neighborhood of Affordable Housing, is an East Boston-based community development corporation structured to collaborate with and support residents and communities in their pursuit of affordable housing strategies, environmental justice, community planning, leadership development, and economic development opportunities. NOAH eagerly partners with those residents, neighborhood entities, municipalities or groups that share similar values and goals in order to improve standards of living, build community, and create social/economic opportunities, especially for low and moderate-income persons, families and disadvantaged groups or areas. NOAH's goals and programs are built on a commitment to equality, fairness, diversity and respect for all people.”

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](http://www.lisc.org)

**AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

Activities include helping rental housing counseling program clients avoid homelessness via assisting emergency/crisis victims and other households at risk in maintaining their current homes or finding temporary and/or permanent housing, including placing homeless clients in hotels for short-term and/or long-term stays, processing applications for emergency housing resettlement grants, counseling rental housing clients (including filling out housing applications, interviewing them to determine and document need, drafting an Action

**MEMBER SIGNATURE:** \_\_\_\_\_

**LISC PD APPROVAL (date): srapp 09.17.18**

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Plan/Housing Stability plan, etc.), case follow-up, and other tasks related to the rental housing counseling process.

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

This is an AmeriCorps position. LISC and Neighborhood of Affordable Housing 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 Neighborhood of Affordable Housing and serve a minimum of 40-42 hours per week. Normal service hours are Monday – Friday from 9:00 am – 5:00 pm with 30 minutes for lunch per day. There will be weekly opportunities to serve evenings and weekends, as required to complete the necessary service hours.

Members will have an immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and Neighborhood of Affordable Housing.

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
- Strong written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)
- An interest in affordable housing and rental housing counseling
- Bilingual in both English and Spanish

### **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:**

Candidates should send a resume and cover letter to Linda Miller-Foster at [linda@noahcdc.org](mailto:linda@noahcdc.org) with ‘Assistant Rental Housing Advocate’ in the subject header.

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.*