



Center for Changing Lives and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Workforce Instructor. The candidate will ideally begin service on October 1, 2017 and serve a minimum of 1700 hours through the end of his/her term on July 31, 2018. The exact start and end date is confirmed by the Member Agreement of Participation.

ORGANIZATION BACKGROUNDS

CCL's vision is a community where everyone thrives. Too often resource and economic opportunity limit participants' choices and capacity to achieve their goals and vision. CCL partners with those held back by lack of resource and economic opportunity in order to uncover possibilities, overcome barriers, and realize their potential. CCL partners by: 1. Coaching on financial, employment and resource mobilization goals that enhance lives. 2 Training and educating on coaching, capacity building, financial and workforce topics.

Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children. LISC combines corporate, government and philanthropic resources to help community-based organizations revitalize underserved neighborhoods. This strategy extends to the LISC AmeriCorps program where we support placing AmeriCorps Members with local non-profit partners. Members assist in efforts to revitalize underserved neighborhoods across America and create vibrant places for people to live, work, and play.

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

The Workforce Instructor is principally responsible for building client capacity to identify and pursue career pathways. The WI is responsible for recruiting and enrolling job seekers who best match program and can most benefit from program services at that time, providing and facilitating training at CCL on general employability and occupational skills using interactive, experiential adult education approaches that build participants' reflective skills and increase participant engagement, and for collaboratively identifying and mobilizing the variety of supports participants need in order to be successful during and beyond program services.

The WI develops and implements plans, strategies and tactics, in collaboration with members of the employment team that result in workforce attachment, employment retention, career advancement, target-wage attainment, increased earnings, and similar performance domains for CCL's clients, consistent with CCL's strategic and programmatic goals.

AMERICORPS MEMBER PERFORMANCE

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 performance appraisal.

\

MEMBER SIGNATURE: _____

LISC PD APPROVAL: _____

CAREER DEVELOPMENT AND SERVICE REQUIREMENTS

Members will perform day to day service at Center for Changing Lives and serve a minimum of 40 hours per week. Normal service hours are Monday – Friday from 10:00 am – 6:00 pm with 30 minutes for lunch per day. There will be opportunities to serve evenings and weekends.

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 2018;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in at least two locally identified and 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.

This is an AmeriCorps position. LISC and Center for Changing Lives 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.

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
- Digital Literacy Skills
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)
- Strengths around creativity, resourcefulness, persistence and self-reflection.
- Proclivity to risk-taking and a willingness to fail, learn and adapt.
- Preference towards a non-directive, client-led relationship.
- Openness to a no wrong door, employment-first model that builds employment capacity in clients with limited work history or multiple barriers to employment.
Openness to regular, 360 degree feedback and an environment of mutual accountability.
- Commitment to confidentiality and professionalism.
- Bilingual (Spanish/English) skills preferred

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 a full-time education award
- Be eligible to perform a term of national service
- 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)
- 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
- Be available to serve for a full 10 month period of time
- Be able to complete at least 1700 hours of service within the 10 months of service as well as serve the full term of the service

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.

PROGRAM BENEFITS

Upon successful completion of the term of service, the member will be eligible for a \$5,815 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 \$15,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is highly encouraged. 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).

HOW TO APPLY:

Interested parties may e-mail their cover letter and resume to Alexandra Canalos, Program Director, at Alexandra@CCLconnect.org. No calls please.

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.