



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



Center for Changing Lives and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as an Employment Associate. 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 Center for Changing Lives or LISC.

**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. Partnership takes many forms: coaching, training and educating, and coalition building, advocacy and organizing and these are the primary ways that goals and potential are realized.

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**

- Provide classroom facilitation support, inclusive of digital literacy, adult basic education, and career success skills.
- Coordinate daily on member progress, as well as program successes and challenges with staff on both the Employment Coaching and Business Support Service Training Program teams.
- Proactively engage in creative solutions with team for program needs.
- Support coaches in the obtaining retention information
- Support coaches in employer partnership development
- Work directly with staff and coaches to coordinate on member strengths and goals.
- Facilitate and support members with basic computer and job search functions daily during computer lab hours.
- Facilitate onboarding, assessments, and scheduling of new members interested in entering into CCL's Employment Programs.
- Recruitment and outreach for Employment Programs, workshops, and events.

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

*The member will be expected to sign the service description to confirm that s/he applied to the service description that was approved by the Program Director. The approved service description is noted in both the Member Agreement of Participation and the Placement Site Agreement.*

**LISC PD APPROVAL (date):** \_\_\_\_\_

*The Program Director will review and either approve or request clarification on the service description. Approval must be obtained prior to the recruitment of the AmeriCorps member*

- Design and implement program retention plans in collaboration with CCL’s Resource and Connections Coordinator that offer regular opportunities for participants to obtain additional support, participate in CCL community events, and engage in leadership opportunities.
- Produces monthly reports that document all direct service activities and outcomes, and demonstrate the attainment of outcomes through verification paperwork, including job-start verifications and retention substantiations, and participate in contractual reporting.
- Participate in supervision and mutual accountability as a coachee, designing professional and leadership goals via the coaching process of: Visioning, Goal setting and Action Planning.
- Participate in Team Meetings and CCL Staff Meetings, leading where appropriate.
- Represent CCL externally as a staff leader, as necessary or requested.
- Participate in Strategic Planning activities and meetings

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

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.

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 Center for Changing Lives 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 Center for Changing Lives.

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)
- 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
- 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 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:**

Interested parties may e-mail their cover letter and resume to Leila Rahravan, Manager of Workforce Development, at [Careers@CCLconnect.org](mailto:Careers@CCLconnect.org). Subject line should read CCL AmeriCorps Employment Associate. 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.*