



THE ARTS COMMISSION

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



The Arts Commission and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Community Engagement Specialist. The candidate will ideally begin service on October 16, 2017 and serve a minimum of 1700 hours through the end of his/her term on August 15, 2018. The exact start and end date is confirmed by the Member Agreement of Participation.

ORGANIZATION BACKGROUNDS

The Arts Commission is a non-profit organization serving Northwest Ohio and Southeast Michigan, whose purpose is to “strengthen our community, foster creativity and celebrate life through art.” The Arts Commission supports, promotes and connects visual, performing and literary artists, arts organizations and businesses; and administers the City of Toledo’s “1% for Art” ordinance.

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 member selected to serve in this capacity will be responsible for:

- Build sustainable connections and relationships within the neighborhood served by the Old West End Neighborhood Initiatives (OWENI) community group.
- Formalize partnerships that will increase services to area residents and assist with volunteer engagement in the service area.
- Build connections with residents and organizations active in geographically contiguous neighborhoods.
- Increase the number of engaged community advocates and volunteers within the underserved neighborhood.
- Assist the OWENI leadership team with developing strategies to improve professional practices in meetings and communications, and volunteer recruitment and project execution.
- Conduct leadership team training and volunteer trainings within the neighborhood.
- Assist OWENI community advocates to identify relevant goals in the Toledo Strategic Plan for Arts and Culture and implementation strategies.
- Monitor progress toward identified community goals, as determined by the leadership team.
- Identify opportunities to increase participation and engagement in the arts by diverse and/or underserved audiences.
- Coordinate with neighborhood residents, the Toledo Community Foundation, and The Arts Commission to identify appropriate projects and create a delivery plan.

AMERICORPS MEMBER PERFORMANCE

MEMBER SIGNATURE: _____

LISC PD APPROVAL: srapp approved

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.

CAREER DEVELOPMENT AND SERVICE REQUIREMENTS

Members will perform day to day service at The Arts Commission and serve a minimum of 42 hours per week. Normal service hours are Monday – Friday from 8:30 am – 4:30 pm with flexible hours for lunch. This position requires the member to serve numerous evenings and weekends. Members are required to track time and submit on-line (training provided) timesheets twice per month.

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 The Arts Commission 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
- Computer skills
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)
- Knowledge of and interest in the arts and/or experience with capacity building within non-profit organizations and/or grassroots community development experience
- Experience as a volunteer; experience with volunteer coordination preferred
- Experience in a non-profit organization or board membership of a non-profit organization

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:

Resumes, and a minimum of two references, should be sent to:
AmeriCorps Member (1700), info@[theartscommission.org](mailto:info@theartscommission.org), The Arts Commission, 1838 Parkwood, Suite 120, Toledo, OH 43604, fax (419) 254-2790.

Resumes must be received no later than 4:30p.m., September 8, 2017.

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.