



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



Downtown Toledo Development Corp. (DTDC) and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Toledo Design Center Urban Designer. 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 BACKGROUND**

The Toledo Design Center, a group within the DownTown Toledo Development Corporation, works to be a public advocate for excellence in design and planning on projects throughout the community. Following is a link to the TDC website which outlines the TDC Mission, examples of some of the projects the TDC has been involved with, and the education partners and interns that have interned at the TDC: <http://www.toledodesigncenter.org>.

The TDC started out in 2001 with a couple of architects that had retired and were concerned about the quality of design in Toledo. They wanted to offer their years of experience to increase awareness of how good design in a community could make a difference in economic development and quality of life. This effort was reinforced after becoming aware of what other design centers were doing and the influence they were having on their communities. The TDC has grown over the years from design advocacy to a 501(c)(3) in 2005, to having interns, taking on projects, and having a board of 30 diverse professionals.

Today, the (TDC) advocates design and planning excellence in service of Toledo urban communities. We explore, assist, and support opportunities for urban growth and revitalization through resource preservation and adaptive re-use augmented by new architectural and landscape conceptualization. Our work helps create a beautiful and livable community guided by sustainable growth and a high quality of life.

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 AmeriCorps member will be responsible for the following in the Junction and Uptown neighborhoods:

- Engage with neighborhood organizations, stakeholders and various public sector agencies.
- Research and document existing neighborhood metrics and physical conditions.
- Develop (with on-going neighborhood input) redevelopment concepts and implementation strategies.
- Develop and present a final neighborhood plan that can be officially adopted.

### **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 DTDC and serve a minimum of 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 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 Downtown Toledo Development Corp. (DTDC) 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 collaboratively with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to work independently and in a team environment
- Proficient skills in the software generally used in architecture, landscape architecture or planning
  - Adobe Creative Suite
    - Photoshop
    - Illustrator
    - InDesign
  - AutoCAD, ArchiCAD, Revit or similar drafting/BIM software
  - SketchUp or similar modeling software
  - Hand sketching and diagramming
- Good written and oral communication skills
- Have a bachelor's degree or greater in architecture, landscape architecture, or planning

### **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:**

- Point of contact (POC): Paul Hollenbeck, AIA phollenbeck@dtdev.org
- Send an e-mail (SUBJECT: AmeriCorps Candidate <Last Name>) introducing yourself; tell us about your background and why you are applying
- With email, transmit a digital copy of your resume and portfolio for review. If not available digitally, bring hard copy to in-person interview.
- Be available for an in-person interview.

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.*