

Lucas Resident Services Corporation

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



Lucas Resident Services Corporation and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as an Employment Coordinator. 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

Lucas Resident Services Corporation (LRSC) was incorporated under the direction of the Lucas Metropolitan Housing Authority (LMHA)'s Board of Commissioners as of January 11, 2010 to serve low- and very-low income residents and participants of housing owned, managed or developed by LMHA. Such Services are intended to help low- and very-low income Residents decrease their dependency on government-assisted programs and are intended to improve residents and participants' quality of life by facilitating self-sufficiency and economic independence. LRSC became 501c3 in November of 2014.

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

- Assist Port Lawrence and Ravine LMHA residents in obtaining employment by connecting residents to local partners and Financial Opportunity Centers, as a pilot for additional locations
- Work with local agencies to provide access to job opportunities for residents
- Inform and refer residents to available training and employment opportunities
- Coordinate on-site job fairs
- Facilitate employment readiness sessions for residents (Resume Writing, Job Search and Interview Techniques)
- Recruit LMHA residents for employment and training opportunities
- Conduct resident follow up
- Work in collaboration with LMHA staff

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 appraisal.

CAREER DEVELOPMENT AND SERVICE REQUIREMENTS

Members will perform day to day service at LMHA 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

MEMBER SIGNATURE: _____

LISC PD APPROVAL: srapp approved

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 LMHA 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)

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:

Candidates shall apply by sending a cover letter and resume to the Vice President of the Resident Services Department at Lucas Metropolitan Housing Authority at cali@lucasmha.org.

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.