



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



Toledo-Lucas County Sustainability Commission (housed in the Lucas County Commissioners Office) 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 Toledo-Lucas County Sustainability Commission seeks to educate, engage, and act throughout the region around all issues connecting, natural, social, and economic systems. Using the Going Beyond Green Sustainability Plan as a framework, this group of representatives from local businesses, governments, and non-profit organizations supports and tells the story of sustainability efforts for our region. The Sustainability Commission has prior experience with AmeriCorps member positions and has agreed to serve as the sponsoring organization for this project.

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:

- Supporting activities related to Lucas County water quality initiatives. This will include generation of outreach materials and mechanisms for communicating projects like
  - Clear Water 2 (a campaign for public education, information sharing, and education addressing Lake Erie’s harmful algal blooms) and the Western Lake Erie Nutrient Source Inventory to individuals and organizations throughout Lucas County
  - Act as neighborhood liaison for a grant program focused on implantation of green storm water infrastructure in low-income, multi-family housing sites in Toledo.
- Work closely with the Northwest Ohio Food Council to assist in the development of Lucas County local foods initiatives. This will include a focus on partnering with local food organizations and recruiting volunteers to advance food initiatives in areas including, but not limited to,
  - Urban agriculture as a beneficial use of vacant and abandoned properties
  - Equitable access to local, healthy food in neighborhood “food deserts”
- Support activities related to the Toledo-Lucas County Sustainability Commission including:
  - Chairing the Toledo-Lucas County Sustainability Commission Public Engagement and Marketing subcommittee
  - Promoting incorporation of sustainable practices for local businesses
  - Promotion of the Living Green, Saving Green energy efficiency program

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

**LISC PD APPROVAL:** srapp approved

#### Daily Activities Include:

- Collaboration with governmental and community partners aligned with sustainability initiatives, recruitment of volunteers from those partner organizations.
- Communications and social media activities, including maintenance of the Sustainability Commission website
- Coordinate and lead the Public Engagement and Marketing Subcommittee of the Sustainability Commission
- Coordinate working groups and projects
- Facilitate the planning of our bi-annual Beyond Green Celebration
- Participate in organizing events and programs
- Research, data collection/analysis, and report-writing in support of projects/initiatives

#### **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 Toledo-Lucas County Sustainability Commission and serve a minimum of 42 hours per week. Normal service hours are Monday – Friday from 8 am – 5 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 Toledo-Lucas County Sustainability 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)

#### **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:**

Please send cover letter and resume to Melissa Greene Hopfer at the contact information below:

One Government Center, Suite 800

Toledo OH 43604

Phone: 419.213.4530

Fax: 419.213.4299

mgreene@co.lucas.oh.us

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.*