



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



Welcome Toledo-Lucas County (housed in the Board of Lucas County Commissioners) 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 though 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

Welcome Toledo-Lucas County (TLC) is a collaboration of community partners housed in the Board of Lucas County Commissioners working to build a more inclusive community for immigrants, refugees, and people of diverse cultures. Welcome TLC was founded in 2013 and launched in 2014 with resolutions of support from the Lucas County Commissioners and Toledo City Council. Welcome TLC is governed by a steering committee of community partners and four working committees focused on legal services, community outreach, language access, and workforce and economic development.

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

Support Welcome Toledo-Lucas County (TLC) volunteer working committees especially Workforce and Economic Development and Language Access. The member will work with the volunteer committee in the activities and responsibilities that include the following projects:

- Language access toolkit & outreach materials
- Career pathway guides for skilled immigrants in local high-demand sectors, such as engineering, advanced manufacturing, and healthcare
- Entrepreneur-focused projects, e.g. developing an immigrant-focused toolkit and building partnerships with small business service providers
- Coordinating lunch and learns with employers, international students, and immigrants about the benefits and processes of hiring immigrants
- Exploring the feasibility and potential opportunities for data and research, including a diverse talent and equity data report for Toledo (research how other initiatives have produced similar reports)

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

MEMBER SIGNATURE: _____

LISC PD APPROVAL: srapp approved

Members will perform day to day service at Welcome Toledo-Lucas County (Board of Lucas County Commissioners) 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 Welcome Toledo-Lucas County (Board of Lucas County Commissioners) 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
- Computer skills
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)
- Organizational, time management, and project management skills
- Ability to interact in multi-sector environments including business professionals, elected officials, public sector professionals, and community members
- Ability to work in a team while working on projects independently
- Experience with policy analysis, report writing, convening meetings, stakeholder engagement, and basic research
- Experience with or knowledge of the immigrant integration field preferred
- Experience with immigrant and ethnic communities, high poverty communities, and communities of color 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 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:

Send cover letter and resume to:

Brittany Ford
Lucas County Project Manager
Co-Lead, Welcome Toledo-Lucas County
One Government Center, Suite 800
Toledo, OH 43604
(419) 213-4539
bford@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.