



**LISC AmeriCorps Service Description
Full-Time Member Position
October 1, 2013 – July 31, 2014**



Local Initiatives Support Corporation and Goodwill Industries of Southwestern Michigan are seeking a full-time AmeriCorps member to serve as a Neighborhood Employment Outreach Navigator.

Goodwill Industries of Southwestern Michigan founded in Kalamazoo in 1956 is a 501 (C)(3) agency. Mission statement: Goodwill Industries of Southwestern Michigan provides education, training, career support services and opportunities to people with barriers to employment so they can achieve self-sufficiency. We are committed to client self-direction, families, education and employment as tools for empowerment.

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.

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

- utilizing existing community and neighborhood resources to assist individuals in obtaining employment
- referring and assisting in placement of participants through Goodwill and community employment networks
- outreach into specific neighborhood communities to provide information about Goodwill & other community resources available
- contacting “grassroots” neighborhood resources
- close coordination with local neighborhood associations & groups
- tracking efforts and outcomes through Goodwill’s ETO system

Members will also be expected to fully participate as part of the LISC AmeriCorps team. LISC sponsored activities including:

- Attend a national leadership conference tentatively scheduled for March 2014. This conference is coordinated by the national LISC AmeriCorps staff;
- Attend all locally sponsored monthly meetings;
- Participate in a minimum of six nationally sponsored webinars;
- Engage in every-other-month affinity groups to discuss topics related to the member’s service; and,
- Actively participating in two locally identified and team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week).

This is an AmeriCorps position, neither LISC nor Goodwill Industries of Southwestern Michigan will 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)
- Ability to relate to and with program participants and residents in local neighborhoods
- Ability to negotiate and navigate resource networks to assist participants
- Desire to assist in developing a neighborhood centered outreach effort
- Ability to speak and understand Spanish not required but considered a “plus”

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:

- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 18 years of age (note there is no age limit)
- Have status as a US citizen or possess permanent resident status
- Be eligible to earn an education award and not be barred from performing a term of service
- Be available to serve for a full 10 month period of time and within that time period complete a minimum of 1700 hours of service
- Be available for service from October 1, 2013 through July 31, 2014

Program Benefits

Upon successful completion of the term of service, the member will be eligible for a \$5,550 education award to pay off existing, eligible student loans or return to school. The position pays a total stipend of \$15,000. The stipend is paid in 20 equal checks twice a month. Direct deposit is available and highly encouraged. A health care benefit is available for the participant only (dependents are not eligible). There is no stipend deduction for participation. 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.

Resumes and cover letters should be sent to:

Goodwill Industries of Southwestern Michigan

ATTN: Sarah Hutchison-Chee

420 East Alcott Street

Kalamazoo, MI 49001-6154

Or Email them to SHutchison@goodwillswmi.org

LISC & Goodwill Industries of Southwestern Michigan promote equal opportunity in selecting AmeriCorps members.

We are committed to diversity and inclusion in the selection process.