



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



Urban Alliance Inc. and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Classroom Assistant/Outreach Coordinator. The candidate will ideally begin service on October 1, 2016 and serve a minimum of 1700 hours through the end of his/her term on July 31, 2017.

ORGANIZATION BACKGROUNDS

Urban Alliance's mission is to "foster and promote community development programs within urban communities". In addition, we are a conduit for agencies, churches and corporations to contribute to the betterment of their community. Through our workforce development division Momentum, Urban Alliance focuses on developing the "soft skills" which employers indicate make an applicant more desirable to employ. Our participants typically have barriers such as a criminal background or a weak work history. We partner with local businesses who have agreed to guarantee interviews to our graduates upon completion of our program. Through our housing division, His Kingdom Housing Urban Alliance provides safe quality affordable housing opportunities and support services to people in need while building a better neighborhood for all to live in. Neighborhood residents, community volunteers, and local contractors work together to physically transform city blocks into vibrant healthy environments through home rehab, home repair, streetscape and landscape improvement, and new home ownership.

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

This position will be 50% Classroom Assistant and 50% Outreach Coordinator. Momentum Neighborhood Employment Solutions is a 6- week job readiness program located in the Edison Neighborhood. The program is designed to enhance marketability for the job seekers who struggle to get and keep work through traditional means. The member selected to serve in this capacity will be responsible for:

- Volunteer and Participant Management
- Marketing to potential participants and business partners
- Coordinating volunteers, trainers and curriculum
- Hosting training for program volunteers
- Tracking outcomes and providing job supports/placement services for existing program graduates
- Case management like services for past graduates and current participants
- Classroom instruction related to participant employment training
- Community Outreach and Relationship building

CAREER DEVELOPMENT AND SERVICE REQUIREMENTS

MEMBER INITIALS & DATE: _____

LISC PD APPROVAL: **SMR Approved**

Members perform day to day service at Urban Alliance Inc. and are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending a national leadership conference tentatively scheduled for March 2017;
- 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 Urban Alliance Inc. 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 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 First Degree 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 \$5,775 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 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:

Resumes should be sent to:

Urban Alliance Inc. 1009 E Stockbridge Ave. Suite 100. Kalamazoo MI 49001

Attention: Brian Parsons

Or Email to bparsons@uainc.org

*We promote equal opportunity in selecting AmeriCorps members.
We are committed to diversity and inclusion in the selection process.*