



Half-Time (900-Hour, 11-Month) Service Opportunity

Position Description

Gethsemane United Methodist Church: Community Futures Project Coordinator

LISC AmeriCorps is available to everyone eligible to serve. We treat all persons without regard to race, color, religion, national origin, gender, age, religion, sexual orientation, disability, gender identification or expression, political affiliation, marital or parental status, genetic information or military status, or any other characteristic or status protected by applicable federal, state, or local law.

This **Position Description** and the activities and goals noted below represent the service the Member will be providing at the placement site **Gethsemane United Methodist Church** (placement site). This is an AmeriCorps position and as such, the Member may not engage in prohibited activities as part of his/her/their service. An AmeriCorps Member is providing national service and is not considered an employee of either LISC or the placement site. AmeriCorps members are responsible to perform the activities outlined below, and work towards achieving the goals outlined in this Position Description.

ROLE AND RESPONSIBILITIES AS AN AMERICORPS MEMBER

The Member is expected to undertake the following generalized activities toward goal achievement. These activities may or may not include administrative duties related to the below goals/activities, or newly assigned activities that are allowable and not prohibited by AmeriCorps, may be assigned by the placement site in furtherance of goal attainment:

- Project Management
 - Oversee the implementation of project tasks, maintaining project infrastructure such as websites and databases
 - Ensure effective coordination among project personnel and stakeholders
 - Manage website/media consultants, facilitators and support staff, ensuring smooth collaboration
 - Organize information sharing among project members
- Event Coordination
 - Organize meetings and events, including planning convenings and managing travel arrangements for project teams and stakeholders
- Research & Evaluation Support
 - Assist in publishing project reports, gathering data, and supporting research teams in evaluating project impact through interviews and surveys
- Communication & Funding
 - Manage communication strategies, including social media promotion and assisting in grant writing for project-specific fundraising (no more than 10% of total service)
- Technical & Analytical Support
 - Compile and analyze socioeconomic data for transportation and planning purposes, prepare reports, and assist with public engagement activities

It is up to the placement site supervisor to ensure that the Member does not perform general office support; it is the Member's responsibility to report any perceived Prohibited Activities, including general office support, to their local LISC contact.

In performing these activities, the placement site and LISC AmeriCorps anticipate that the Member will achieve the following goal(s):

MEMBER SIGNATURE: _____

- Engage 30 new (episodic) volunteers to provide 480 volunteer hours to community-based projects
- Engage 10 existing (recurring) volunteers to provide 100 volunteer hours to community-based projects
- Significantly contribute to a community needs assessment or implement community solutions making the placement site organization more effective and/or efficient in serving residents and/ or expanding the placement sites' program reach

In order to meet the goal(s), the Member should work closely with their supervisor to develop a work-plan at the onset of service and training needed to achieve the goal(s). LISC can support workplan development if requested. Progress toward goal attainment will be measured monthly through an online system.

The Member will have an immediate supervisor at the placement site and a LISC point of contact throughout the term of service for coaching, mentoring, and training support in order to undertake activities to achieve a community goal.

OTHER SERVICE REQUIREMENTS

- The Member will perform his/her/their day-to-day service at the placement site.
- The Member is required to track time and submit timesheets twice per month and submit a monthly report through the same online system (training is provided).
- Normal service hours are dictated by the placement site. Occasional evening and weekend service may be required. Members are eligible for all Federal Holidays off (except Dr. Martin King Jr. Day).
- It is expected that the Member will be flexible as oftentimes service requires some evenings and weekends.
- The Member understands that he/she/they shall be generally providing service directly to the people and in the communities where he/she/they serve. Teleservice is defined as service not performed at the placement site or in the community. In instances where teleservice may be required (e.g. COVID-19, other public health emergency, natural disaster, allowed by placement site policy), the Member's direct supervisor at the placement site will provide the appropriate documentation, supervision and oversight. The Member will document all instances of teleservice via the LISC AmeriCorps online timekeeping system. Remote service is NOT permitted under the AmeriCorps State and National program. Remote service is defined as an arrangement in which a member is not located within the commuting area of the geographic community where the service is to occur as is not expected to be physically present at the service site and/or community events.

Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attend an onboarding session coordinated by LISC both virtually or in person;
- Attend all locally sponsored monthly meetings both virtually and in person;
- Participate in nationally sponsored webinars;
- Actively participate in at least two team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week), and;
- Engage in any other LISC events as determined by the local LISC office.

PROGRAM BENEFITS

- The position pays a total stipend of \$14,400; the stipend is taxable and paid in 22 equal checks twice a month from LISC. Direct deposit is required.
- Upon successful completion of the full term of service, the Member will be eligible for a \$3,697.50 education award to pay off existing, eligible student loans or utilize the funds to return to school at institutions that accept the education award.

- Members are eligible to place qualifying, existing student loans (not in default) into AmeriCorps forbearance or apply for income-based repayment. Certified time in AmeriCorps service may be counted toward public service loan forgiveness. Information on Public Service Loan Forgiveness can be found here: <https://studentaid.gov/> .
- Additional benefits for alums can be found here: <https://www.nationalservice.gov/special-initiatives/employers-national-service/alumni>

PROGRAM ELIGIBILITY REQUIREMENTS

To be eligible to participate as a LISC AmeriCorps Member, LISC's policy is that a candidate: (1) must be eligible to serve, (2) must not have previously resigned from a LISC AmeriCorps position; and (3) if having previously served, been exited with satisfactory service from a prior term.

The candidate will also need to meet all AmeriCorps eligibility requirements including but not limited to:

- Be at least 17 years of age (there is no upper age limit).
- Possess unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by AmeriCorps during the pre-enrollment period.
- Meet the National Service Criminal History Check Requirement noted below:
 - A criminal record does not necessarily make a candidate ineligible for service. LISC does not disclose any results with the placement site and will discuss any eligibility concerns that may arise directly with the candidate as per LISC's policy.
 - Candidates being offered and accepting this AmeriCorps position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. The person must be cleared for service by LISC prior to the first day of service.
 - A candidate may not be considered eligible for service in instances where he/she/they: (1) are subject to registry on the National Sex Offender Public Website (NSOPW); and/or (2) has been convicted of murder; and/or (3) has a non-resolved/non-adjudicated criminal offense.

The candidate selected for this position will be invited to complete an account set up and online Enrollment Form via the My AmeriCorps Portal located here: <https://my.americorps.gov/mp/login.do> as well as intake forms via a secure system.

WHAT IS LISC (Local Initiatives Support Corporation)

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families. Since 1979, LISC and its affiliates have invested approximately \$32 billion in housing, businesses, jobs & financial health, education, safety, and health that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC's reach spans the country from the East Coast to the West Coast through 37 local offices, a rural program that reaches more than 2,400 counties in 49 states, and LISC-founded affiliates and entities. Visit us at www.lisc.org to learn more.