



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



Detroit Future City (DFC) and Local Initiatives Support Corporation (LISC) are seeking a full-time AmeriCorps member to serve as a Research and Engagement Coordinator. The candidate will ideally begin service on January 16, 2020 and serve a minimum of 1,700 hours through the end of his/her term on November 15, 2020. The exact start and end dates are confirmed by the Member Agreement of Participation. The individual selected to serve is not considered to be an employee of Detroit Future City or LISC.

ORGANIZATION BACKGROUNDS

DFC is a nonprofit charged with catalyzing implementation of the DFC Strategic Framework, a 50-year vision for the City of Detroit developed with input from more than 100,000 Detroiters. Our role is to steward equitable implementation of the recommendations made in the Strategic Framework through providing access and information to Detroiters, informing and guiding decision-makers' initiatives and projects, and the coordination of a multitude of stakeholders. In 2020, DFC will launch The Center for Equity, Engagement, and Research (The Center), which will provide thought leadership, evidence-based research, and community engagement to promote economic equity in Detroit and the region.

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. Over the last 38 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize under-invested communities. These investments have leveraged more than \$60.4 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans. Headquartered in New York City, LISC's reach spans the country from East Coast to West Coast in 35 markets and a Rural program making an impact in 2,100 counties. Visit us at www.lisc.org

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

The member will be responsible for engaging new and existing stakeholders in DFC initiatives, primarily supporting the Center. Under the supervision of DFC's Planner and Senior Program Manager, the member will:

- Provide support on the organization's publication work by conducting research, organizing data, and reviewing research content, which may include writing, editing, proofreading, or providing formatting support for research documents
- Prepare content for the Equity, Engagement, and Research team to be used for presentations, events, and other public-facing audiences
- Support the Equity, Engagement, and Research team with community engagement initiatives, which will include developing a comprehensive engagement strategy, conducting outreach activities, and preparing communications language for a variety of media outlets
- Manage a database of stakeholders, which will include providing regular communications, organizing meeting logistics, and ensuring stakeholders are abreast of the Center's evolution
- Provide administrative support towards the development of the Center's new dashboard and website updates, which may include creating content and inputting information
- Plan for and implement various community engagement events, which includes tracking event needs from conception to clean up

LISC PD APPROVAL:

MEMBER SIGNATURE (at time of enrollment): _____

PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS

This is an AmeriCorps position. LISC and DFC 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.

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. Members are required to track time and submit on-line (training provided) timesheets twice per month.

Members will perform day to day service at DFC and serve a minimum of 40-42 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 will have an immediate supervisor and a local LISC supervisor throughout the term of service, as identified by LISC and DFC.

- Attending a local onboarding session coordinated by LISC and an onsite orientation to our organization;
- Attending a national leadership conference in March 2020;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating 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,
- Engaging in any other LISC events as determined by the local LISC office.

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
- Strong computer skills and comfort with social media and web-based programs
- Strong organizational, written and oral communication skills, and strong attention to detail
- Ability to work a flexible schedule (some night and weekends may be required)
- Strong desire to enhance economic equity in Detroit to advance the quality of life for all Detroiters
- Bachelor's Degree 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 the education award associated with this description
- Be eligible to perform the term of national service associated with this description
- 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 during the pre-enrollment period
- 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)
- Be able to complete at the hours within the timeframe of the service term and serve the full term

NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. 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 in any national service program. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. All results must be received and reviewed by LISC at least two

weeks prior to the first day of proposed service. Candidates must be cleared for service by LISC prior to the first day of service. LISC will review and discuss with the candidate any concerns with eligibility that may arise as a result of these checks as per LISC's policy.

PROGRAM BENEFITS

Upon successful completion of the term of service, the member will be eligible for a \$6,095 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 \$17,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is required. 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).

Additional benefits for alums can be found here: <https://www.nationalservice.gov/special-initiatives/employers-national-service/alumni> and information on Public Service Loan Forgiveness can be found here: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

HOW TO APPLY:

Please send resume to careers@detroitfuturecity.com

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.