



Full-time Service Opportunity with [Detroit Future City](#): Community Engagement Coordinator

Detroit Future City (DFC) and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Community Engagement Coordinator. We are recruiting a full-time AmeriCorps member to be a part of our team for 11 months. The position will remain open until filled. The exact start and end date of the contract position is confirmed by the Member Agreement of Participation that will require signature prior to the start of service. This is an AmeriCorps position and the individual selected to serve is not considered to be an employee of Detroit Future City or LISC.

WHAT WE DO

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 launched The Center for Equity, Engagement, and Research (The Center), provides 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 40 years, LISC and its affiliates have invested approximately \$24 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects 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 in 36 urban markets from Buffalo to San Francisco and 2,400 Rural counties. Visit us at www.lisc.org to learn more.

YOUR ROLE AND RESPONSIBILITIES AS AN AMERICORPS MEMBER

This is an AmeriCorps position and as such, the member may not engage in prohibited activities as part of his/her/their service. The member will have an immediate supervisor at Detroit Future City 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.

The member is expected to undertake the following activities toward goal achievement:

- Prepare content for the Center team to be used for social media, presentations, events, and other public facing audiences
- Support the Center team with community engagement initiatives, which will include developing a comprehensive engagement strategy, conducting outreach activities, preparing communications language for a variety of media outlets, running technology and facilitation
- Manage a database of stakeholders, which will include providing regular communications, organizing meeting logistics, and ensuring stakeholders are abreast of the Center's evolution, and tracking engagement data throughout the year
- Manage updates to the organization's Engagement Manual and Toolkit
- Project manage various aspects of the Center's projects in partnership with both the site supervisor and other team members throughout the organization
- Document impact through storytelling

- Organize or plan for engagement activities (focus groups, convenings, ect.) to gain stakeholder input and foster collaboration among stakeholders
- Provide support towards Centers new dashboard and website updates, which may include creating content and inputting information
- Occasionally conducting research and/or analysis

In performing these activities, Detroit Future City and LISC AmeriCorps anticipate that the person in this position will achieve the following goal(s):

- Engage 30 new (episodic) volunteers to provide 30 volunteer hours to community-based projects
- Engage 150 existing (recurring) volunteers to provide 150 volunteer hours to community-based projects
- Significantly contribute to a community needs assessment or implement community solutions making the host organization more effective and or efficient in serving residents

For this role, DFC considers a volunteer anyone that participates in a DFC event or activity without compensation. In most cases, a volunteer will be considered an engagement event attendee. In order to meet the goal(s), the successful candidate will be provided with a work-plan at the onset of service and training needed to achieve the goal(s). Progress toward goal attainment will be measured monthly through an on-line system and training will be provided.

OTHER SERVICE REQUIREMENTS

Members are required to track time and submit on-line timesheets twice per month. They are also required to submit a monthly report through the same system (training will be provided). The person selected for this position will perform his/her/their day to day service at the partner site and serve on average 40 hours per week. Normal business hours will be listed as 8:30 - 5:00 pm Monday - Friday with 30 minutes for lunch. We offer employees the opportunity to keep a flexible schedule that may vary slightly from this schedule to accommodate their 1700 hour requirement. Occasional evening and weekend service will be noted. Members are eligible for all Federal Holidays off (except Dr. Martin King Jr. Day) and five (5) days off during the service term. It is expected that the person will be flexible as oftentimes service requires some evenings and weekends.

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

- Attending onboarding sessions coordinated by LISC;
- Attending a national leadership conference: May 22-25, 2023, in Atlanta, GA;
- 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.

SKILLS NEEDED

- 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
- Comfort and ability to productively work remotely as necessary
- High school diploma or GED

PROGRAM ELIGIBILITY REQUIREMENTS

To be eligible to participate as a LISC AmeriCorps member the candidate: (1) must not have previously resigned from a LISC AmeriCorps position; (2) be able to earn at least 74% of the education award for this 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

NATIONAL SERVICE CRIMINAL HISTORY CHECK REQUIREMENT

If a candidate has a criminal record, it does not necessarily make him/her/them ineligible for service. LISC does not disclose any results with the host 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. LISC should receive the results from all checks at least one week prior to the first day of proposed service. 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.

PROGRAM BENEFITS

Upon successful completion of the full term of service, the member will be eligible for a \$6,345 education award to pay off existing, eligible student loans or return to school. Members are eligible to place qualifying, existing student loans (not in default) into AmeriCorps forbearance. The position pays a total stipend of \$21,000. The stipend is taxable and paid in 22 equal checks twice a month from LISC. Direct deposit is required. A health care benefit is available for the participant only. 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 AmeriCorps Agency).

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:

[Click this link to submit your interest in this position.](#) **Deadline to apply: February 28, 2023**

The candidate selected for this position will complete an account set up and on-line application via the My AmeriCorps Portal located here: <https://my.americorps.gov/mp/login.do> as well as intake forms via a secure system. LISC AmeriCorps and Detroit Future City are committed to diversity and inclusion in the selection process.

LISC AmeriCorps is available to everyone eligible to serve. 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.