



**Quarter-time Service Opportunity  
with  
Neighborhood Engagement Hub**

Neighborhood Engagement Hub and Local Initiatives Support Corporation are seeking a quarter-time AmeriCorps member to serve as a Neighborhood Support Coordinator. We are recruiting a quarter-time AmeriCorps member to be a part of our team for up to 10 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 Neighborhood Engagement Hub or LISC.

**WHAT WE DO**

Neighborhood Engagement Hub began in the fall of 2014, when a group of active residents joined together to build community through civic engagement. The mission of the organization is to strengthen and restore communities by providing a source for information, education, facilitation, project development, advocacy and supportive equipment and materials.

To do this, the Neighborhood Engagement Hub: 1) operates a community tool shed that provides residents and community groups access to free or low-cost tools and equipment for blight elimination and property maintenance; 2) provides community development services to help neighborhood groups achieve their goals; and 3) offers a space to host meetings, conduct programs and build community.

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 \$22 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 2,200 Rural counties. Visit us at [www.lisc.org](http://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 Neighborhood Engagement Hub 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:

- Work along with the neighborhood organization leaders and volunteers to:
  - Assist with the development and implementation of a community survey.
  - Assist with the planning and implementation of neighborhood planning meetings, clean-ups, vacant lot reuse programs and community engagement event planning
- Assist Tool Shed staff with rental coordination and clean-up volunteer coordination/support.

**MEMBER SIGNATURE:** \_\_\_\_\_

In performing these activities, Neighborhood Engagement Hub and LISC AmeriCorps anticipate that the person in this position will achieve the following goal(s):

- Engage 15 current (recurring) volunteers to provide 200 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

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 TBD hours per week.

Normal business hours for the office are 9 a.m. – 5 p.m. However, given that the work performed by the Neighborhood Engagement Hub is community driven, the Neighborhood Support Coordinator may need to work on evenings and weekends to accommodate for community meeting times and neighborhood events/project activities. NEH offers AmeriCorps members and staff flexible work schedules (as needed) to accommodate for evening and weekend meetings so long as deadlines and hours are being met. AmeriCorps members can take a 30 minute or a 60 minute lunch depending on their preference and work schedule. 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 a local onboarding session coordinated by LISC;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week) if enrolled; 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
- 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: (1) must not have previously resigned from a LISC AmeriCorps position; (2) be able to earn at least 75% 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 \$1,638.89 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. If the position pays a stipend it is payable by Neighborhood Engagement Hub in equal installments and is considered taxable.

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:**

Submit a resume and cover letter via email to: Ashley Everhart, Agency Director at [director@neighborhoodengagementhub.org](mailto:director@neighborhoodengagementhub.org)

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 Neighborhood Engagement Hub 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.*