



**Full-time Service Opportunity
with
City of Kalamazoo**

Position: Neighborhood Outreach Coordinator

The City of Kalamazoo's Community Planning and Economic Development (CPED) department and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Neighborhood Outreach 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 the City of Kalamazoo or LISC.

WHAT WE DO

The City of Kalamazoo's Community Planning & Economic Development Department (CPED) works to create a healthy, safe, and sustainable community. The department focuses on land use and planning, ensuring safe rental housing and buildings, preserving local history, supporting economic vitality, and the enforcement of codes and ordinances.

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 38 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 the City of Kalamazoo 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:

- Assist in the coordination of neighborhood meetings in conjunction with the Neighborhood Activator
- Assist Staff with public engagement planning and execution
- Develop surveys to encourage public participation for community projects
- Plan and organize community outreach events
- Support relationship building activities directly with residents and active Neighborhood Associations
- Lead and/or support implementation projects from Neighborhood Plans
- Develop various reports summarizing meeting outcomes, project impact, recommendations, and/or ongoing neighborhood activities

- Collaborate with Staff and partner organizations to evaluate and improve outreach/engagement strategies
- Research best practices from the Community Development field to assist and support plan development
- Use the appropriate software and tools to conduct analysis and other activities
- Implement best practices for database management

OTHER SERVICE REQUIREMENTS

Members are required to track time and submit online 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 are 8:30 am - 5 pm Monday – Friday, with 30 minutes for lunch. Occasional evening and weekend service will be required. Members are eligible for all City of Kalamazoo observed holidays (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
- 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 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.

DRUG SCREENING

The City of Kalamazoo requires that candidates must complete and pass a drug/health screening to be eligible for AmeriCorps service with the organization.

PROGRAM BENEFITS

Upon successful completion of the full term of service, the member will be eligible for a \$6,495 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 healthcare benefit is available for the participant only. For members with children under the age of 13, there is a childcare 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:

Interested candidates should email their resume and a 250-word (two-paragraph) statement about their interest in the position to Beth Romeo at bromeo2@lisc.org. The subject of the email should read LISC AmeriCorps Application.

The candidate selected for this position will complete an account setup and online 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 the City of Kalamazoo 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.