



LISC AmeriCorps Service Description
Full-Time Member Position
October 1, 2014 – July 31, 2015

Local Initiatives Support Corporation and Urban Edge are seeking a full-time (1700 hours within ten months) AmeriCorps member to serve as First Time Homebuyer Counselor and Foreclosure Prevention Specialist

Urban Edge is a community development corporation (CDC) that works in partnership with residents, businesses and government institutions committed to developing and sustaining stable, healthy, and diverse communities in Jamaica Plain, Roxbury and surrounding communities in Massachusetts. We accomplish this through the development of high quality, affordable rental and owner housing, assistance to small businesses, homeownership education and lending and the development of educational facilities for youth and families.

Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children. LISC combines corporate, government and philanthropic resources to help community-based organizations revitalize underserved neighborhoods. This strategy extends to the LISC AmeriCorps program where we support placing AmeriCorps Members with local non-profit partners. Members assist in efforts to revitalize underserved neighborhoods across America and create vibrant places for people to live, work, and play.

The primary responsibility is to develop and promote a marketing plan for the Urban Edge Instructor-Led First Time Home Buyer classes and for our new online First-Time Homebuyer classes. Urban Edge uses the MassHousing online curriculum for low and moderate income families entitled "The Road Home." S/he will work closely with a team of 6 managers and associates to increase the number of clients signing up to attend both types of First Time Home Buyer classes through developing outreach campaigns consisting of flyers, posters and other informational materials, as well as, new media such as Facebook, Instagram, and other emerging social media sites. S/he will also be assigned a small caseload each month to guide first-time homebuyers through the purchase process.

The Member will also work with families enrolled in our Foreclosure Prevention program. The Member will be assigned a caseload each month to coach and guide homeowners at risk of foreclosure through a process that will help them stay in their homes. The Member will conduct an intake session for each family in their caseload, educate them on their rights and responsibilities, explain options that are available to them, advocate on their behalf, help them create an accurate and realistic budget, and provide them with the skills needed to stay in their home. S/he will also assist in the programs' outreach and education efforts to the community.

Members will also be expected to fully participate as part of the LISC AmeriCorps team. LISC sponsored activities including:

- Attend a national leadership conference tentatively scheduled for March 2015. This conference is coordinated by the national LISC AmeriCorps staff;
- Attend all locally sponsored monthly meetings;
- Participate in a minimum of six nationally sponsored webinars;
- Engage in every-other-month affinity groups to discuss topics related to the member's service; and,
- Actively participating in two locally identified and team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week).

This is an AmeriCorps position. LISC and Urban Edge 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.

Desired Skills

- Familiarity with new media, social networking, and internet
- Graphic arts skills for developing outreach materials
- 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 must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- 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 age limit)
- Have status as a US citizen or possess permanent resident status
- Be eligible to earn an education award and not be barred from performing a term of service
- Be available to serve for a full 10 month period of time and within that time period complete a minimum of 1700 hours of service
- Be available for service from October 1, 2014 through July 31, 2015
- CORI check is required

Program Benefits

Upon successful completion of the term of service, the member will be eligible for a \$5,645 education award to pay off existing, eligible student loans or return to school. The position pays a total stipend of \$15,000. The stipend is paid in 20 equal checks twice a month. Direct deposit is available and highly encouraged. 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.

Resumes should be sent to:

Robert Credle, Urban Edge at RCredle@urbanedge.org

And also to: Marizabel Benoit at mbenoit@lisc.org.

*LISC & Urban Edge promote equal opportunity in selecting AmeriCorps members.
We are committed to diversity and inclusion in the selection process.*