



Full-Time (1700-Hour, 11-Month) Service Opportunity
Position Description
Urban Edge Housing Corp: Community Engagement Assistant

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.

This **Position Description** and the activities and goals noted below represent the service the Member will be providing at the placement site **Urban Edge Housing Corp** (placement site). This is an AmeriCorps position and as such, the Member may not engage in prohibited activities as part of his/her/their service. An AmeriCorps Member is providing national service and is not considered an employee of either LISC or the placement site. AmeriCorps members are responsible for performing the activities outlined below and working towards achieving the goals outlined in this Position Description.

ROLE AND RESPONSIBILITIES AS AN AMERICORPS MEMBER

The Member is expected to undertake the following generalized activities toward goal achievement. These activities may or may not include administrative duties related to the below goals/activities, or newly assigned activities that are allowable and not prohibited by AmeriCorps, may be assigned by the placement site in furtherance of goal attainment:

- Instruct the Seniors & Youth Technology Program. In partnership with Tech Goes Home, Urban Edge Housing Corp will offer a 15-hour digital skills curriculum to teach basic functions of computers, create and access email accounts, and how to navigate Zoom meetings on a computer and mobile devices. In addition to supporting the outreach and recruitment for the program.
- Assist in resident resource coordination initiatives that maximize stable tenancy and increase opportunities to enhance the income of residents. This will include but not be limited to helping families apply for rental assistance, utility assistance, or other supportive services.
- Build and maintain partnerships with local organizations to address issues that are identified as priorities, including affordable housing, civic engagement, quality of life, safety, etc.

It is up to the placement site supervisor to ensure that the Member does not perform general office support; it is the Member's responsibility to report any perceived Prohibited Activities, including general office support, to their local LISC contact.

In performing these activities, the placement site and LISC AmeriCorps anticipate that the Member will achieve the following goal(s):

- Provide 40 clients with employment services where 30 clients will secure employment – or secure better employment – as a result of the aforementioned activities.
- Provide housing counseling services to 50 clients where 48 of the people are transitioned into or maintain safe, healthy, affordable housing as a result of the aforementioned activities.
- making the placement site organization more effective and or efficient in serving residents.

In order to meet the goal(s), the Member should work closely with their supervisor to develop a work plan at the onset of service and training needed to achieve the goal(s). LISC can support work plan development if requested. Progress toward goal attainment will be measured monthly through an online system. The Member will have an immediate supervisor at the placement site and a LISC point of contact throughout the term of service for coaching, mentoring, and training support to undertake activities to achieve a community goal.

For additional information click the link for [Full LISC Member Description](#). To apply, please submit a resume and cover letter to Careers@urbanedge.org.