



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

*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 to perform the activities outlined below, and work 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:

- Assist the program lead for reporting on assigned financial wellness programs.
- Build and maintain external relationships with Financial Institutions and other program partners.
- Learn how to assist clients with creating a budget.
- Read and analyze credit reports to educate clients on factors that negatively impact their credit score.
- Become knowledgeable in the various laws and Consumer Finance Protection Bureau (CFPB) regulations regarding credit and the rights of people who want to improve their credit standing.
- Work with counselors to enroll clients in new program offerings, including credit building programs, matched savings programs, and other products or partner agencies to achieve client goals.

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 35 clients with financial counseling/ literacy services where 20 clients will indicate improved financial literacy skills or knowledge as a result of the aforementioned activities
- Provide housing counseling services to 15 clients where 5 of the people are transitioned into or maintain safe, healthy, affordable housing as a result of the aforementioned activities

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 workplan 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 in order 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 <https://www.urbanedge.org/about/careers/>