The Jamaica Plain Neighborhood Development Corporation and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as an Employment Counselor (Job Placement & Job Referral Services). The candidate will ideally begin service on November 1, 2016 and serve a minimum of 1700 hours though the end of his/her term on August 31, 2017.

ORGANIZATION BACKGROUNDS

Founded in 1977, the JPNDC promotes equitable development and equal opportunity in Jamaica Plain (JPNDC) and adjacent neighborhoods through affordable housing, organizing, and economic development initiatives that improve the lives of low- and moderate-income people and create a better community for all. In addition to developing 631 affordable homes and 250,000 square feet of vibrant commercial space, the JPNDC launched small business, childcare, and workforce programs 18 years ago to help low-income people benefit from revitalization and achieve upward mobility. These have helped over 1,500 families increase their income and made the JPNDC the lead provider of economic development services to Boston’s Latino immigrants.

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.

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

- Providing group and 1:1 Job Readiness and Employment Counseling to target client population.
- Conducting participant orientation, intake and assessment activities.
- Refer participants to the appropriate supportive services.
- Developing and maintaining relationship with employers.
- Assisting with program planning and evaluation activities.
- Participating in outreach activities to promote program, engage employers and recruit/enroll participants.
- Producing regular program reports and related documentation required to meet program reporting requirements.

CAREER DEVELOPMENT AND SERVICE REQUIREMENTS

Members perform day to day service at Jamaica Plain Neighborhood Development Corporation (JPNDC) and are expected to attend and participate in all LISC AmeriCorps-sponsored activities including but not limited to:

- Attending a national leadership conference tentatively scheduled for March 2017;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in at least two locally identified and 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.

This is an AmeriCorps position. As such neither LISC nor JPNDC will 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**
- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods.
- Sensitivity to participants’ needs and ability to maintain confidentiality.
- Resourcefulness, friendliness, organization, orientation to detail, and initiative.
- Ability to multitask and problem solving skills.
- Ability to work independently and in a team environment.
- Bilingualism in Spanish and English.
- Computer skills including Word, Excel, PowerPoint, and Database.
- Good written and oral communication skills.
- Ability to work a flexible schedule (some night and weekends will 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:

- Be eligible to earn 100% of a full-time education award
- Be eligible to perform a term of national service
- 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 upper age limit)
- Have proof of status as a US citizen or possess permanent resident status and be able to provide documentation as determined by CNCS
- Be available to serve for a full 10-month period of time
- Be able to complete at least 1700 hours of service within the 10 months of service

**NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT**
If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Only candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of First Degree Murder may not participate as an AmeriCorps member. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, a State Level Criminal History Search and an FBI search. Consent is provided via the LISC AmeriCorps application.

**PROGRAM BENEFITS**
Upon successful completion of the term of service, the member will be eligible for a $5,775 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 taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is 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).

**HOW TO APPLY:**
Karla Torrez, Family Prosperity Initiative Program Director, ktorrez@jpndc.org. No phone calls please.

"We promote equal opportunity in selecting AmeriCorps members.
We are committed to diversity and inclusion in the selection process."