

AmeriCorps Member Service Opportunity Full-Time Position 1700 hours in 10 months

Urban League of Greater Hartford (ULGH) and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as Financial Fitness Services Coordinator for the ULGH's Project STABLE Program. The candidate will ideally begin service on October 1, 2019 and serve a minimum of 1700 hours through the end of his/her/their term on July 31, 2020. The exact start and end date is confirmed by the Member Agreement of Participation. The individual selected to serve is not considered to be an employee of ULGH or LISC.

ORGANIZATION BACKGROUNDS

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 38 years, LISC and its affiliates have invested approximately \$20 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. These investments have leveraged more than \$60.4 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 35 markets and a Rural program making an impact in 2,100 counties. Visit us at www.lisc.org

The ULGH was founded in 1964 in Hartford, CT as a 501(c)(3) community based non-profit, operating as an affiliate of the National Urban League, headquartered in New York, NY, to reduce economic disparities in our communities through programs, services and educational opportunities. It has been a United States Department of Housing and Urban Development (HUD) Nationally Certified Housing Counseling Agency since 1978. Annually, the ULGH serves approximately 3,000 primarily low-to-moderate income, minority residents of the Hartford - West Hartford - East Hartford United States Metropolitan Strategic Area (MSA), and their families. The agency's programmatic service areas are Economic Empowerment and Workforce Development, Youth Development and Adult, Health Equity and Civic Advocacy. The Economic Empowerment and Workforce service areas work in concert, delivering Project STABLE, a holistic integrated employment and housing service delivery system.

Economic Empowerment

The Economic Empowerment service area provides financial and housing counseling services that helps individuals and families improve economic self-sufficiency. Educational classes and private counseling in financial fitness and homeownership are provided to program participants to help them improve their ability to manage personal finances, become aware of their rights under Fair Housing Laws; qualify for and secure income supports to achieve affordable homeownership; learn how to shop and qualify for affordable mortgage financing; and how to shop for a home. The

agency has been providing these services since 1965. The Economic Empowerment staff also manages the agency's Volunteer Income Tax Assistance (VITA) program.

Workforce Development Workforce Development provides employer engagement, employability and occupational skills training, job placement, job retention, and career development services. These services help those working in low paying jobs, as well as those who need to enter or re-enter the workforce, secure gainful employment and careers that lead to financial stability and self-sufficiency.

Project STABLE

STABLE provides an integrated, bundled approach to deliver industry specific training, employment services, financial counseling, and connections to income supports to underemployed and unemployed residents. Program outcomes include setting financial goals, securing employment, completing a career training, securing employment in the field they were trained, securing employment that pays wage sustaining income, setting financial goals, reducing debt, improving credit, saving regularly, and learning how to manage a budget.

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

The AmeriCorps Member will work as a Project STABLE Financial Fitness Services Coordinator. The member will work under the guidance of and report to the Economic Empowerment Program Manager. In this position the member will be responsible for the following activities.

- Community outreach and recruitment of new program participants.
- Conduct one-on-one new participant orientation sessions and explain program services, as well as the responsibilities of the participant. The Member will collect all required forms, during this session.
- Coordinate and facilitate Financial Fitness classes. This includes recruitment of financial services professionals from Urban League financial services partners to serve as class presenters.
- Conduct portions of financial fitness classes, under the guidance of the Economic Enrichment Program Manager.
- Conduct scheduled follow-ups with program participants. The purpose of these follow-ups is ask participants how they are doing; to find out if they need any additional help, and to help them stay engaged and keep working to achieve their action plan steps and meeting the associated time-line completion dates. The action plans and schedules of follow-ups will be created by program participants with the guidance of a Financial Fitness Counselor.
- Sit in on financial counseling sessions to learn, first hand, how goal setting, budget development and management, credit improvement, and building savings are structured and managed. Then use information gleaned from those sessions to help participants stay engaged and keep working their action plan steps and meeting their time-lines.

The member will be expected to complete a United Way Budget Coaching training to equip him/her/them with basic financial fitness knowledge base to help with participant recruitment and support.

PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS

This is an AmeriCorps position. LISC and the ULGH 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. Members will be provided with goal(s) at the onset of the service assignment based on the activities and responsibilities noted above. Members will track goal attainment monthly through an on-line system (training provided). Members will also discuss professional performance in the form of a mid-term and final appraisal. Members are required to track time and submit on-line (training provided) timesheets twice per month.

Members will perform day to day service at 140 Woodland Street, Hartford, CT, and serve a minimum of 40-42 hours per week. Normal service hours are Monday – Friday from 8:30 am – 5:30 pm with 30 minutes for lunch per day. There will be opportunities to serve evenings and weekends. Members will have an immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and ULGH.

Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending a local onboarding session coordinated by LISC and an onsite orientation to our organization;
- Attending a national leadership conference in March 2020;
- 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.

DESIRED SKILLS

- 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)
- Has an interest in finance and/or financial education

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 the education award associated with this description
- Be eligible to perform the term of national service associated with this description
- Have unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by CNCS during the pre-enrollment period
- 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)
- Be able to complete at the hours within the timeframe of the service term and serve the full term

NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of murder may not participate as an AmeriCorps member in any national service program. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. All results must be received and reviewed by LISC at least two weeks prior to the first day of proposed service. Candidates must be cleared for service by LISC prior to the first day of service. LISC will review and discuss with the candidate any concerns with eligibility that may arise as a result of these checks as per LISC's policy.

PROGRAM BENEFITS

Upon successful completion of the term of service, the member will be eligible for a \$6,095 education award to pay off existing, eligible student loans or return to school. Members are eligible to place existing student loans (loans must qualify and not in a state of default) into AmeriCorps forbearance. The position pays a total stipend of \$17,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is required. 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).

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:

To apply please send resume to info@ulgh.org

We are committed to diversity and inclusion in the selection process.

This program is available to all, and 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.