



**Full-time Service Opportunity
with
Urban League of Greater Hartford**

Urban League of Greater Hartford and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as an Outreach & Recruitment Program Coordinator. We are recruiting a full-time AmeriCorps member to be a part of our team for 10 months. The position will remain open until filled. The exact start and end date of the contract position is confirmed by the Member Agreement of Participation that will require signature prior to the start of service. This is an AmeriCorps position and the individual selected to serve is not considered to be an employee of Urban League of Greater Hartford or LISC.

WHAT WE DO

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, and will now deliver those services as a LISC FOC.

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 \$22 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. Headquartered in New York City, LISC's reach spans the country from the East Coast to the West Coast in 36 urban markets from Buffalo to San Francisco and 2,200 Rural counties. Visit us at www.lisc.org to learn more.

ROLE AND RESPONSIBILITIES AS AN AMERICORPS MEMBER FOR This ULGH Service

This is an AmeriCorps position and as such, the member may not engage in prohibited activities as part of his/her/their service. The member will have an immediate supervisor at Urban League of Greater Hartford 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.

The member is expected to undertake the following activities toward goal achievement:

- Perform community outreach awareness to recruit new program participants/clients.
- Conduct one-on-one new participant orientation sessions and explain program services and responsibilities of the participant/client and 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 with the support and guidance of the Economic Enrichment Program Manager.
- Conduct scheduled follow-ups with program participants to ask participants how they are doing; 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.

To prepare for service, the member will be expected to complete a Budget Coaching training, to equip him/her/them with basic financial fitness knowledge base to help with participant recruitment and support. The member will also be expected to attend financial counseling sessions to learn how to set client goals, budget development and management, credit improvement, and building savings are structured and managed.

In performing these activities, Urban League of Greater Hartford and LISC AmeriCorps anticipate that the person in this position will achieve the following goal(s):

- Provide 120 clients with financial counseling services where 96 clients will indicate improved financial knowledge or financial position as a result of the aforementioned activities

In order to meet the goal(s), the successful candidate will be provided with a work-plan at the onset of service and training needed to achieve the goal(s). Progress toward goal attainment will be measured monthly through an on-line system and raining will be provided.

OTHER SERVICE REQUIREMENTS

Members are required to track time and submit on-line timesheets twice per month. They are also required to submit a monthly report through the same system (training will be provided). The person selected for this position will perform his/her/their day to day service at the partner site and serve on average 40 hours per week. ULGH normal business hours 9:00 to 5:00 with a 30 minute lunch break. It is expected that the person will be flexible as oftentimes service requires some evenings and weekends.

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;
- Attending a national leadership conference in March 2021;
- 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.

SKILLS NEEDED

- 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 – Microsoft Office Proficient
- 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: (1) must not have previously resigned from a LISC AmeriCorps position; (2) be able to earn at least 75% of the education award for this position; and (3) if having previously served, been exited with satisfactory service from a prior term.

The candidate will also need to meet all AmeriCorps eligibility requirements including but not limited to:

- Be at least 17 years of age (there is no upper age limit)
- Possess unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by AmeriCorps during the pre-enrollment period
- Meet the National Service Criminal History Check Requirement noted below

NATIONAL SERVICE CRIMINAL HISTORY CHECK REQUIREMENT

If a candidate has a criminal record, it does not necessarily make him/her/them ineligible for service. LISC does not disclose any results with the host site and will discuss any eligibility concerns that may arise directly with the candidate as per LISC's policy.

Candidates being offered and accepting this AmeriCorps position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. LISC should receive the results from all checks at least one week prior to the first day of proposed service. The person must be cleared for service by LISC prior to the first day of service.

A candidate may not be considered eligible for service in instances where he/she/they: (1) are subject to registry on the National Sex Offender Public Website (NSOPW); and/or (2) has been convicted of murder; and/or (3) has a non-resolved/non-adjudicated criminal offense.

PROGRAM BENEFITS

Upon successful completion of the full term of service, the member will be eligible for a \$6,195 education award to pay off existing, eligible student loans or return to school. Members are eligible to place qualifying, existing student loans (not in 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. 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:

Announcements will include instructions to send a resume and cover letter via email to: lstevenson@ulgh.org

The candidate selected for this position will complete an account set up and on-line application via the My AmeriCorps Portal located here: <https://my.americorps.gov/mp/login.do> as well as intake forms via a secure system.

LISC AmeriCorps and Urban League of Greater Hartford are committed to diversity and inclusion in the selection process.

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.