



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

The Jane Addams Resource Corporation (JARC) and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Digital/Financial Literacy Instructor. 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 JARC or LISC.

ORGANIZATION BACKGROUNDS

JARC promotes strong communities, businesses and households to ensure that people who work do not live in poverty. JARC provides high quality skills training and support services to help lower-income and unemployed workers achieve self-sufficiency. JARC provides economic and workforce development services to businesses to improve their competitiveness.

JARC was founded in 1985 as a not-for-profit community development organization to build healthy communities through workforce, economic, and human development. JARC is a Financial Opportunity Center (FOC) and organizes its programs into clusters that align with two best practice models: the Sector Model to workforce development and the Financial Opportunity Center Model (FOC) model of bundled financial services. These services include job training (Careers in Manufacturing Program), career development and placement assistance, adult education, digital literacy, income supports, and financial coaching, counseling and education.

The Digital/Financial Literacy Instructor is responsible for the facilitation and delivery of a basic computer skills curriculum while integrating financial literacy instruction through the use of technology. Successful service delivery will ensure that JARC prepares program participants to launch a successful career in manufacturing, obtain gainful employment and build the foundation to achieve financial self-sufficiency.

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

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

The member selected to serve in this capacity will be responsible for:

- Screening participants and conducting assessments to determine computer skills levels, barriers to employment, and knowledge of financial tools, products, services and resources
- Facilitating Digital and Financial Literacy classes within JARC's Careers in Manufacturing Programs (CMP), and Adult Learners Programs & Services (ALPS)
- Providing individual Digital Literacy instruction and tutoring to CMP and ALPS participants

LISC PD APPROVAL:

MEMBER SIGNATURE (at time of enrollment): _____

- Meeting quantitative performance expectations, and utilizing Salesforce to document program participant attendance, participation and progress including credit pulls
- Developing content to enhance the quality of the digital literacy education curriculum
- Promoting JARC's programs and services while maintaining and cultivating strong relationships with community stakeholders, other FOC sites, and financial institutions.
- Collaborating with other functional teams, and staff to achieve program objectives and goals
- Screening and referring participants to resources, trainings, educational programs and/or related supportive services as needed including funding for work gear and assessing public benefits
- Assisting in recruiting and outreach activities; assist with conducting agency and services orientations for new clients

PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS

This is an AmeriCorps position. LISC and JARC 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 JARC and serve a minimum of 40-42 hours per week. Normal service hours are Monday – Friday from 9:30 am – 6:30 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 JARC.

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)

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:

Resumes and cover letters should be sent to:

HR@jane-addams.org

Website: www.jane-addams.org

Please include the position title (AmeriCorps Digital/Financial Literacy Instructor) within the subject line. Inquiries without the title in the subject line will not be reviewed or considered.

No calls please. Thank you!

JARC is an Equal Opportunity Employer: Minority/Female/Veteran/Disabled/LGBTQ

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.