



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



Madison Park Development Corporation and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Youth Employment Program (YEP) Mentoring Program Organizer. The candidate will ideally begin service on November 1, 2016 and serve a minimum of 1700 hours through the end of his/her term on August 31, 2017.

ORGANIZATION BACKGROUNDS

Madison Park Development Corporation (MPDC) is one of the nation's first community-based non-profit organizations to independently develop affordable housing for low and moderate income residents. As a Community Development Corporation, it created a model of resident-led community development and has evolved to become a comprehensive agency promoting the full revitalization and redevelopment of the Dudley Square area of Roxbury. With resident leadership and community partnerships, MPDC has undertaken numerous programs to address the social and economic needs of the community and has endeavored to link all of its efforts into a sustainable, comprehensive approach to revitalizing our target area. The Madison Park Community Action department has five areas of focus: 1) Civic Engagement, 2) Resident Leadership Development, 3) Violence Prevention and Public Safety, 4) Health Equity and Community Wellness, and 5) Youth Leadership and Workforce Development. The LISC AmeriCorps Member will support our Community Action efforts within Youth Leadership and Workforce Development, providing outreach, programmatic and administrative assistance to our expanded Youth Employment Programs. <http://www.madison-park.org/what-we-do/resident-community-services/>

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

With supervision, training and guidance from MPDC’s Director of Community Action, the member selected to serve in this capacity will be responsible for:

- Building out the mentoring component for MPDC’s Youth Workforce programs – the Opportunity Youth Employment Program (OYEP) and the Afterschool Youth Employment Program (AYEP.)
- Identifying training modules for the mentoring curriculum and supporting classroom deliverables to train mentors.
- Training mentors in order to build their knowledge of mentoring and inter-personal skills.
- Interviewing mentors to ensure that matches have a high likelihood of success based on mentee interest.
- Monitoring mentor/mentee relationships and register progress of mentees in Salesforce database system.
- Working closely with mentees and mentors to provide post program job placement.
- Serving as a role model to youth involved in all MPDC programming.

MEMBER INITIALS & DATE: _____

LISC PD APPROVAL: **SMR Approved**

CAREER DEVELOPMENT AND SERVICE REQUIREMENTS

Members perform day to day service at Madison Park Development Corporation 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 MPDC 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.
- Ability to work independently and in a team environment.
- Computer skills (MPDC uses a Microsoft Outlook, Word, Excel, PowerPoint, and Publisher in addition to Salesforce CRM.)
- Good written and oral communication skills.
- Ability to work a flexible schedule (some nights and weekends may be required.)
- Interest in organizing events, workshops & public meetings in a community environment.
- Experience with or interest in mentoring, youth empowerment, workforce development, and designing and facilitating educational workshop and events.

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:

Please send resume and cover letter to:
Abrigal Forrester, Director of Community Action
Madison Park Development Corporation
184 Dudley Street, Suite 102
Roxbury, MA 02119
aforrester@madison-park.org

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