



**MidTown Cleveland, Inc.
Job Description
AmeriCorps VISTA 2018-2019**

Overview: MidTown Cleveland, Inc. is seeking a motivated, resourceful, and strategic AmeriCorps*VISTA member to join our team for the 2018-2019 year. The **MidTown VISTA** will help sustain Cleveland's renaissance and economic growth by creating access for Cleveland residents to job opportunities in a historically disadvantaged area in the urban core. The primary goal of MidTown's Hire Local project is to expand economic opportunity and connect MidTown's growing employment base to residents experiencing high unemployment and poverty by facilitating job placements and connections to wraparound resources.

The VISTA will establish a Hire Local strategy and community organizing plan to empower area residents with social capital, expanding their networks to nearby opportunities and reducing their transportation burden. In conjunction with MTC's newly formed Community Connections board committee, the VISTA will crystallize hire local strategies, integrate best practices for community engagement and develop action plans. The desired end result is poverty reduction through the employment and retention of residents with local companies that provide career trajectories and wage growth.

About the AmeriCorps*VISTA program: VISTA members are passionate and committed to their mission to bring individuals and communities out of poverty. Members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. The focus their efforts to build the organizational, administrative, and financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and otherwise assist low-income communities. The program is administered by the Ohio CDC Association (OCDCA), a statewide membership organization of Community Development Corporations (CDCs).

Job responsibilities. The candidate must have the skills and experience to perform the following duties.

- Create a strategy for a MidTown Hire Local program through research and program development, grounded in local and national best practices and engagement with local employers, residents, and workforce development agencies
- Network and build relationships with area businesses and residents
- Create a regularly updated "job bank" database to track labor demand
- Facilitate creation of custom trainings for industry-specific, high-demand and high-wage jobs by area workforce development agencies
- Create and begin to implement a community organizing plan to successfully connect residents with employment opportunities and wraparound support
- Develop and implement a communication plan with workforce organizations and area community organizers to disseminate information regarding employment opportunities
- Attend and staff MidTown programs, volunteer days, and community events
- Compile required reports as directed by the AmeriCorps program
- Perform other duties as assigned



PRIMARILY INTERFACES WITH: MidTown Cleveland, Inc. staff, community members and residents, companies in various sectors, nonprofit and workforce organizations, public servants and agencies, community development professionals. Reports to MidTown’s Director of Planning and Placemaking.

PROGRAM START: The MidTown VISTA will begin work on June 19, 2018. The AmeriCorps*VISTA program duration is for one year from the start date.

QUALIFICATIONS

Experience

- Experience with and knowledge of sociology, urban planning, workforce and economic development strongly preferred
- Prior leadership or volunteer experience
- 1-2 years work experience preferred

Education

- Bachelor or Master’s degree in sociology, social work, communications, urban planning and development, economics or related field or equivalent work experience

Personal Characteristics

- Passionate, strategic, and interpersonal leader
- Self-starter, resourceful, learner, networker and accountable for results
- Excellent time management and ability to manage and execute a project
- Creative approaches toward problem solving
- Works independently and in a team environment
- Understands the connection between economic development and community development with an equity lens

OTHER: This is a full-time position requiring at least 37.5 hours of work. Must have reliable transportation. Must be comfortable working in various settings including with industrial businesses, residential communities and diverse groups of people.

COMPENSATION AND BENEFITS: In accordance with the **VISTA program and benefits description on page three and four of this job description.**

Applications will be reviewed on a rolling basis until April 15th 2018 or until the position is filled. Please submit a resume and cover letter by email to ckelly@midtowncleveland.org with the position in the subject line.

MIDTOWN. MidTown Cleveland, Inc. is a 501(c)(3) economic and community development corporation that serves a two-square mile on Cleveland’s east side. Supported by area businesses, institutions and individual stakeholders, MidTown Cleveland, Inc., leverages our diverse assets to develop a dynamic neighborhood that unites the city’s downtown and innovation districts.



What is the Ohio CDC Association?

The Ohio CDC Association (OCDCA) is a statewide membership organization of Community Development Corporations (CDCs) that engages in capacity-building, advocacy and public policy development to foster socially and economically healthy communities. OCDCA developed its legacy of capacity building throughout the last 21 years, in partnership with the AmeriCorps VISTA program in order to create a community development environment that comprehensively improves the life opportunities for Ohio residents

What is AmeriCorps VISTA?

AmeriCorps*VISTA members are passionate and committed to their mission to bring individuals and communities out of poverty. Members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. They focus their efforts to build the organizational, administrative, and financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and otherwise assist low-income communities.

BENEFITS

MONTHLY LIVING ALLOWANCE

- VISTAs will receive the cost of living in their area. This works out to be \$990 dollars before taxes. The amount varies depending of if the service site is in a rural location versus urban.
- Ohio CDC Association VISTAs are paid twice a month. The schedule is on the 15th day and the last day of the month.

END OF SERVICE STIPEND – if not choosing education award

- Accrues at the rate of \$125 per month for 12 month

EDUCATION AWARD – if not choosing end of service stipend

- This award is in the amount equivalent to the Federal Pell Grant, which is about \$5,815
 - There are two types of education benefits to members who choose the AmeriCorps Education Award:
 - An education award in the form of a voucher (it is not cash) that can be used to pay for higher education (degree or nondegree) or to repay eligible student loans
 - A postponement of payments on federal student loans during the time served in AmeriCorps VISTA (called a forbearance)



RELOCATION ALLOWANCE

- Members serving a 12-month term and moving from their home of record to their project site are eligible to receive a relocation allowance. The amount, which may not exceed \$550

HEALTH CARE SUPPORT

- AmeriCorps VISTA Members are required to maintain their own health insurance, in compliant with the ACA. For these members, their only health care option through AmeriCorps VISTA is the Healthcare Allowance.
- The AmeriCorps VISTA Healthcare Allowance helps cover eligible out-of-pocket expenses. These include: an annual deductible, coinsurance, copayments for qualified medical expenses, and similar charges for qualified medical payments. The allowance may not be used to for any other purpose, including paying for other healthcare coverage premiums or expenses from non-essential healthcare services. The allowance can cover up to the maximum limit specified by the Health Insurance Marketplace. For VISTA Members who began their service in 2015, the maximum that a Member could receive was \$6,600.
 - **The AmeriCorps VISTA Health Benefits Program is not an insurance policy.**
- In rare occasions, AmeriCorps VISTA Members may be exempted from the ACA's health insurance requirements. Individuals who may qualify for exemptions are those who have very low income, members of federally recognized tribes, and certain hardship other situations. Additional information regarding exemptions from the ACA's requirement is available here:
<https://www.healthcare.gov/health-coverage-exemptions/exemptions-from-the-fee/>
 - In these cases, Members may enroll in the AmeriCorps VISTA Health Benefit Plan. The plan covers expenses for most emergency, medical and surgical costs, hospitalization and prescription drug needs a Member may have during their service term. It is not considered ACA-compliant coverage.
- Additional information regarding the healthcare options through AmeriCorps VISTA, and how Members can sign up for them, is available on the VISTA Campus:
http://www.vistacampus.gov/sites/default/files/VISTA_Healthcare_FAQ_8_7_2015.pdf

CHILD CARE SUPPORT

- AmeriCorps VISTA offers child care benefits to members who qualify. The maximum amount of child care assistance a member can receive is \$400 per child per month.
- Child Care Assistance is paid directly to the child care provider.
- Child Care Assistance paper can take a few months to process and for the benefits to start. Assistance will be retroactively paid to child care provider for the time it took to process paperwork once everything is processed.