



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



Northeast Ohio Alliance for Hope (NOAH) is seeking a full-time AmeriCorps member to serve as a **Community Outreach Coordinator**. The candidate will ideally begin service on February 15, 2020 and serve a minimum of 1700 hours through the end of his/her/their term on November 15, 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 NOAH or LISC.

ORGANIZATION BACKGROUNDS

The Northeast Ohio Alliance for Hope (NOAH) is a non-profit 501c3 Community Development Corporation based in East Cleveland, Ohio. We are committed to the revitalization of East Cleveland through the building of its social and economic capital. Our values are deeply rooted in investing in people and developing leaders so that together we can transform community. We invite the building of relationships within East Cleveland, and with other communities, partner institutions and allies. As we fight to bring equity and fairness, East Cleveland can model local and regional success. NOAH wholeheartedly believes regional health and stability must be measured by how equitable all our communities are.

NOAH focuses its place-based work in East Cleveland, Ohio, a geographic territory within Cuyahoga County, an area with some challenges. We are developing and implementing a resident-centered network organizing model in which relationship development is key and systems change with nonprofits, agencies and policies is the long-term goal. Our focused issues are health & safety, education, food insecurity, healthy lifestyles, youth supports and building deeply connected communities. Visit us at www.noahorganizing.org

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

The primary role of the Community Outreach Coordinator is to provide programmatic support for the implementation of strategies to bolster NOAH's community outreach, promote the current Block Watch/Neighborhood safety initiatives and to overall improve the quality of life of East Cleveland Residents.

Responsibilities:

1. Assist in the development and planning of events and meetings – agendas, logistics, registration, marketing.
2. Assist in the development of planning documents emanating from community process.
3. Take detailed notes at meetings and produce clear final notes for dissemination with quick turn-around.
4. Assist in the development and implementation of participatory research projects.
5. Assist in the development and implementation of East Cleveland Neighborhood Associations and other community organizing strategies.
6. Research reports and data that support the learning and deliberations of network partners.
7. Provide general support to partners and facilitators at meetings.
8. Assist in the development and planning of events and meetings – agendas, logistics, registration, marketing, including the Block Watch safety initiative.
9. Coordinate with web development team to deliver a strong branding message
10. Collaborate with the city administration, general services, fire, EMS and police.
11. Gather, organize and analyze GIS data
12. Conduct property tracking and surveys
13. Perform data reporting analysis

LISC PD APPROVAL:

MEMBER SIGNATURE (at time of enrollment): _____

PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS

This is an AmeriCorps position. LISC and NOAH 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 NOAH 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 NOAH.

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

1. Candidate must be enrolled in an accredited college or university and at least a sophomore in good standings
2. Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
3. Comfortable with Microsoft Office, particularly in the use of Excel, Word and PowerPoint
4. Proficient in all facets of event and meeting planning
5. Proficient researcher and comfortable using data
6. A means to travel – a car, a bus, a bike, on foot – any of them work as long as your on-time
7. Ability to work a flexible schedule (some nights and weekends may be required)
8. Humility and a sense of humor
9. Good written and oral communication skills
10. Group facilitation skills

DESIRED SKILLS BUT NOT REQUIRED

1. Knowledge of GIS application(s)
2. Knowledge of social media
3. Knowledge of marketing strategy

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:

Please forward your resume and cover letter to hr@noahorganizing.org. Visit www.noahorganizing.org and learn more about our team and work. Please follow the application process for your institution of higher education. For more information, email Trevelle Harp - tharp@noahorganizing.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.