Program: Financial Opportunity Center
Position/Title: AmeriCorps Member
Location: 506 Central Avenue, Newark, NJ 07107
Hours: 9:00am – 5:00 pm
Salary: The position pays a total stipend of $20,000 for 1,700 hours of service. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is required.

Reports To: VP Workforce Development & Financial Opportunity Center

Basic Functions: Urban League of Essex County and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Financial Opportunity Center Assistant Counselor. We are recruiting a full-time AmeriCorps member to be a part of our team for 10 months. The exact start and end date of the contract position is confirmed by the Member Agreement. This is an AmeriCorps position and the individual selected to serve is not considered to be an employee of Urban League of Essex County or LISC.

Responsibilities: The AmeriCorps Member is expected to undertake the following activities toward goal achievement:

- Assist in conducting Program Services Orientations to participants in individual and group settings
- Helps to conduct financial literacy workshops including online assessments of participants
- Create action plans and determine eligibility for income benefits including housing/ rental assistance resources
- Identify and provide housing resources information as clients need
- Identify and provide list of job openings to clients seeking employment
- Contact participants to schedule appointments for workshops or interviews
- Conduct follow-up with participants to check on status of benefits applications and employment
- Helps to coordinate budget and credit counseling meetings and/or workshops for participants
- Maintain accurate and complete files (in hard copy and electronically) for program participants.
- Informs participants and families of support and internal/external referral services connected to their financial goals
- Assist in submitting timely and accurate reports and data related to program and participants.
- Manage Financial Opportunity Center (FOC) services Calendar including scheduling Eventbrite events

In performing these activities, ULEC and LISC AmeriCorps anticipate that the person in this position will achieve the following goal(s):

- Provide 25 clients with employment/ job skills counseling where 15 clients will secure employment – or secure better employment – as a result of the aforementioned activities
Provide 30 clients with financial coaching services where 22 clients will indicate improved financial literacy or financial position as a result of the aforementioned activities

Provide housing counseling services to 50 clients where 40 of the people are transitioned into safe, healthy, affordable housing as a result of the aforementioned activities

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. Normal service hours are Monday – Friday from 9:00 am – 5:00 pm with 30 minutes for lunch per day. Occasional evening and weekend service will be noted. Members are eligible for all Federal Holidays off (except Dr. Martin King Jr. Day) and five (5) days off during the service term.

Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending onboarding sessions coordinated by LISC;
- Attending a national leadership conference in the spring of 2022;
- 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.

Qualifications: 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 74% of the education award for this position; and (3) if having previously served, been exited with satisfactory service from a prior term.

- 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)
- Must have a commitment to racial and social justice, and enjoy and be comfortable working with people of diverse socio-economic and racial backgrounds.

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
Program Benefits:

▪ Upon successful completion of the full term of service, the member will be eligible for a $6,345 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 $20,000. 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 AmeriCorps Agency).

Additional benefits for alums can be found here:

How To Apply: E-mail resume/CV and cover letter to careers@ulec.org. Candidates should send a resume via email to psermon@ulec.org and to careers@ulec.org. The subject line should read AmeriCorps Member Position.

LISC AmeriCorps and ULEC are committed to diversity and inclusion in the selection process.