**SUMMARY**: The Neighborhood Developers (TND) is seeking a full-time AmeriCorps member to serve as an Assistant Economic Mobility Coach, helping residents of low-income communities on Boston’s northern border forge a path to the middle class. The candidate will ideally begin service in December 2019 or January 2020 and will serve a minimum of 1700 hours through the end of his/her term 10 months later. The member is paid a stipend from the national AmeriCorps program, which works with regional partners such as LISC (Local Initiatives Support Corporation) to find local host organizations such as TND that have appropriate volunteer opportunities. The local host organizations are then responsible for filling those positions. This is a **volunteer service opportunity** for a set time frame, **not a staff position** at TND or LISC.

**RESPONSIBILITIES**

The Member selected to serve in this capacity will:

1. Manage a pipeline of clients from the general population, prioritizing referrals from specified partner organizations.
2. Complete an intake form, assess needs and interests, use internal protocols to communicate about program offerings, and work with the client to determine the best place for him or her to start their journey with us.
3. Undertake “coaching lite” services (direct service), consisting of (a) making people feel welcome and appreciated; (b) assisting people with limited digital literacy to conduct online searches for jobs, housing, or supportive services not offered at CONNECT; (d) assistance to access training programs and/or apply for jobs; (e) problem-solving / assisted goal setting around credit repair and asset building; and (e) helping navigate various bureaucratic processes that present serious barriers to our clients.
4. Execute referrals / warm-handoffs to expert service providers within and outside of CONNECT.
5. Undertake follow-up actions with clients at the request of expert service providers within CONNECT.
6. Undertake outreach activities as assigned, e.g. running a table at a community event (usually assigned in pairs).
7. Support planning and execution of occasional larger-format events, such as a celebration of client goal attainment, job fair, interview prep fair, or volunteer appreciation event.
8. Perform day-to-day service at the CONNECT center housed at The Neighborhood Developers in Chelsea, and/or at our satellite location in Revere, serving a minimum of 40 hours per week, generally between 8am-7pm Monday-Friday (schedule negotiable).
9. Participate in a rich set of professional development and networking opportunities, including but not limited to: a robust orientation, a national conference, monthly meetings, occasional webinars, and team service projects for Martin Luther King Day and National AmeriCorps week.

Based on the Member’s skills and interests, he or she may also have the opportunity to develop and teach financial education and/or job skills workshops; research a topic relevant to a particular decision and write a summary memo; create and execute a survey; analyze primary or secondary data sources.
and communicate findings; support the operation of our free tax prep program (seasonal); compile /
update / disseminate information on complementary services available in our region; recruit, train, and
supervise volunteers; attend and report back on meetings of interest the program; and/or design, test,
refine, and implement solutions to selected operational challenges.

**DESired SKILLS and CHARACTERISTICS**

- Strong relevant career interest (workforce development, human services, social work, reducing
  inequality, public policy, financial health, non-profit program management, etc.)
- Positive experience in as many of the following as possible: customer service, teaching or other
direct human service, sales, tracking multiple activities accurately and on a timely basis,
community outreach, planning and executing a project, planning and executing an event,
maintaining accurate data, analyzing data, leading/coordinating a group project.
- Excellent verbal and written communication skills (writing samples and supervisory references
  will be requested after initial interview).
- Ability to work occasional weekday nights or Saturday daytime hours for special events.
- Strong computer skills, especially any kind of database experience
- Proficiency in Spanish strongly preferred; Haitian Creole or Arabic also desirable
- BA preferred, experience can be substituted for education

**HOW TO APPLY**

Email your resume and a brief statement about why you are interested in the position to
sshull@tndinc.org.

**About The Neighborhood Developers (TND)**

The mission of The Neighborhood Developers is to bring its core strengths -- building homes, engaging
neighbors, and fostering economic mobility -- to community partnerships that create great
neighborhoods where all people can thrive. In 2012 TND led the formation of CONNECT, a Financial
Opportunity Center, where five non-profits co-locate and bundle economic and educational services to
more effectively help households find a better job and improve their financial stability and mobility. At
CONNECT, TND delivers financial education and coaching, income stabilization, and job placement
services; also, as CONNECT’s lead agency, TND provides the “glue” that binds the partners together. This
new AmeriCorps position expands CONNECT’s capacity to support clients on their economic mobility
path, and will allow the program to test out new approaches to service delivery.

**About the Local Initiatives Support Corporation (LISC)**

LISC is a regional partner to the national AmeriCorps program, responsible for finding local host
organizations such as TND that have appropriate volunteer opportunities, and then helping those
organizations have a successful experience with their AmeriCorps member. More generally, 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. LISC investments
impact the lives of nearly 7 million Americans. Headquartered in New York City, LISC’s reach spans the
country. Visit us at [www.lisc.org](http://www.lisc.org)

**About the AmeriCorps Program**

AmeriCorps is a national service program that works with regional partners to create valuable year-long
volunteer experiences. To join this program you must:

- Be eligible to earn 100% of the education award (see Program Benefits below)
- Provide unexpired proof of status as a US citizen or permanent resident
- Be at least 17 years of age (note there is no upper age limit)
- Be able to complete the hours within the timeframe of the service term and serve the full term
- Not be subject to registry as a National Sex Offender or have been convicted of murder.

Upon successful completion of the term of service, you will be eligible for a $6,095 education award to pay off existing, eligible student loans or return to school. Members with existing eligible student loans in good standing may place those loans into AmeriCorps forbearance during the term of service. The position pays a total stipend of $17,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC via direct deposit. A health care benefit is available for the participant only (dependents are not eligible). Members with children under 13 may qualify for a child care subsidy.


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.