



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



Dudley Neighbors Incorporated and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a **Community Assessment Associate**. The candidate will ideally begin service on October 1, 2017 and serve a minimum of 1700 hours through the end of his/her term on July 31, 2018. The exact start and end date is confirmed by the Member Agreement of Participation.

**ORGANIZATION BACKGROUNDS**

Dudley Neighbors Inc. (DNI) is a community land trust established by Dudley Street Neighborhood Initiative (DSNI). DSNI is a thirty year-old resident-led, non-profit planning and organizing group in the Roxbury/North Dorchester area of Boston. DSNI's mission is to empower Dudley residents to organize, plan for, create, and control a vibrant, diverse and high quality neighborhood in collaboration with community partners. DSNI's approach to neighborhood revitalization is comprehensive and focuses on three strategic areas—sustainable and economic development, leadership development and collaboration, and youth opportunities and development. In partnership with nonprofit organizations, businesses, and religious institutions serving the neighborhood, DSNI works to implement resident-led revitalization plans.

DNI carries out the economic development plans of the neighborhood, which includes development without displacement, affordable housing, and community economic development. DNI's economic development and housing activities are based on DSNI's vision and implemented by the DSNI Sustainable Economic Development team. DNI partners with nonprofit and private developers to build affordable housing, commercial spaces and other uses determined through community planning processes and serves as the steward of the land. The land trust now owns more than 30 acres of land in the Dudley neighborhood, with 226 affordable homes, community farm, greenhouse, playgrounds and commercial spaces.

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**

The Community Assessment Associate will be responsible for developing, analyzing and creating volunteer strategies to determine the needs of the Community Land Trust homeowners and residents. The member will:

1. Collect, compile, analyze survey information on the needs of Community Land Trust homeowners and residents.
2. Design and implement collaborative assessment activity at DNI Annual Meeting
3. Create and update DNI Homeowner Manual, based on survey feedback.
4. Organize two resource fairs for DNI homeowners and broader Dudley community, based on survey feedback.
5. Follow up on homeowner concerns through phone, email, and in-person visits; document concerns.

**MEMBER SIGNATURE:** \_\_\_\_\_

**LISC PD APPROVAL:** **srapp approved**

6. Attend weekly Dudley Neighbors Inc. meetings and biweekly Dudley Street Neighborhood Initiative meetings.

### **AMERICORPS MEMBER PERFORMANCE**

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.

### **CAREER DEVELOPMENT AND SERVICE REQUIREMENTS**

Members will perform day to day service at Dudley Neighbors Inc. and serve a minimum of 40 hours per week. Normal service hours are Monday – Friday from 9:00 am – 5:30 pm with 30 minutes for lunch per day. There will be opportunities to serve at community events on evenings and weekends. Members are required to track time and submit on-line (training provided) timesheets twice per month.

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 tentatively scheduled for March 2018;
- 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. LISC and DNI 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.

### **DESIRED SKILLS**

- Knowledge of or interest in community development, planning, and community land trusts.
- The desire and ability to work in a multicultural setting with diverse people, organizations and communities
- Computer skills (Mapping skills a plus)
- Excellent organization and communication skills
- The ability to work independently and as part of a team
- Respect for resident decision-making and community planning
- Some experience with event promotion – material design, blogging and social media preferred
- Language skills in Spanish or Cape Verdean Creole preferred but not required.

### **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 unexpired proof of status as a US citizen or possess unexpired 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 as well as serve the full term of the 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 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 \$5,815 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 \$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:**

Applications accepted until position is filled. Please send cover letter and resume to [hr@dsni.org](mailto:hr@dsni.org) with “DNI AmeriCorps Opportunity” in the subject line.

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.*