



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



The Capital Region Land Bank and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a **Community Engagement Coordinator**. The candidate will ideally begin service on December 1, 2016 and serve a minimum of 1700 hours through the end of his/her term on September 30, 2017.

**ORGANIZATION BACKGROUNDS**

The Capital Region Land Bank is an independent 501 C (3) nonprofit created by Inter-municipal agreement between the Cities of Schenectady and Amsterdam and Schenectady County in New York's Capital Region. The Land Bank was established in 2012 with the mission of strengthening neighborhoods by mitigating blight. We work closely with our partner communities and are administered by the Schenectady Metroplex Development Authority from their offices in downtown Schenectady.

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.

The New York State Housing Stabilization Fund (“the Fund”) is a LISC initiative developed in coordination with the Office of the New York State Attorney General. The Fund uses funds generated from New York's bank settlements as a result of the mortgage crisis to fund affordable housing, land banks, and anti-blight initiatives in the state. The goal of the Fund's AmeriCorps program is to enhance the capacity of the state's certified land banks to develop new initiatives, increase collaborative efforts with non-profit and community-based partners in targeted communities, and engage in innovative approaches to working with residents to solve community challenges posed by tax foreclosed and vacant buildings and properties.

**AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

The Community Engagement Coordinator (CEC) will be responsible for:

- Leading all the community engagement activities for the Land Bank.
- Managing the Land Bank website, social media, the property mapping database and other outlets to make sure that the Land Bank is providing up to date information on properties owned.
- Conducting research on vacant and abandoned properties and reporting back to the Executive Director and other officials their findings.
- Working closely with the City of Schenectady's Department of Development to reach out to local neighborhood leaders to make them aware of the Home Ownership Made Easy in Schenectady (H.O.M.E.S) program.
- Coordinating meetings with the Land Bank's Property Disposition committees regularly to discuss Land Bank activity and opportunities for engagement and volunteering.
- Coordinating with all groups that are interested in improving Land Bank owned property, including Habitat for Humanity, Better Neighborhoods Incorporated, Schenectady United Neighborhoods, and the Capital Region Rotary Club, and reporting back to the Executive Director

**MEMBER INITIALS & DATE:** \_\_\_\_\_

**LISC PD APPROVAL:** **SMR Approved**

- Assisting with managing construction projects led by the Land Bank or our partners and ensuring that the Land Bank grant funds are being utilized in accordance with requirements of the Attorney General.
- Assisting the Executive Director in managing the construction of Tribute Park by reviewing the results of community input sessions and working with members of the community to ensure a successful project.

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

Members perform day to day service at Capital Region Land Bank and are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending a national leadership conference tentatively scheduled for March 2017;
- 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 NYS Housing Stabilization Fund.

This is an AmeriCorps position. LISC and Capital Region Land Bank 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**

- 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)

### **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 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 First Degree 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 \$5,775 education award to pay off existing, eligible student loans or return to school. 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:**

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*We promote equal opportunity in selecting AmeriCorps members.  
We are committed to diversity and inclusion in the selection process.*