



**Full-time Service Opportunity
with
Towards Employment**

Towards Employment and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Tech Navigator. We are recruiting a full-time AmeriCorps member to be a part of our team for 10 months. The position will remain open until filled. The exact start and end date of the contract position is confirmed by the Member Agreement of Participation that will require signature prior to the start of service. This is an AmeriCorps position and the individual selected to serve is not considered to be an employee of Towards Employment or LISC.

WHAT WE DO

Towards Employment (TE) is a 43 year old, nonprofit organization that supports low-income individuals with barriers to employment to find and keep quality jobs as a critical step toward self-sufficiency. As we emerge from pandemic imposed restrictions, TE is adapting our Career Pathway model to ensure that we reach those most impacted, and to incorporate lessons learned from remote work. TE recognizes that due to criminal justice involvement, spatial mismatch, limited math/reading skills, no broadband access, and/or other structural challenges that many workers are not yet ready to meet career pathway starting points identified by employer immediate need. Specifically, we seek to introduce innovative changes in a key step along the career pathway: widening the entry point to those who need a longer time to prepare to enter training, with a focus on case management and additional tools for assessment and training to maximize engagement and numbers served.

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families. Over the last 40 years, LISC and its affiliates have invested approximately \$24 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. Headquartered in New York City, LISC’s reach spans the country from the East Coast to the West Coast in 36 urban markets from Buffalo to San Francisco and 2,400 Rural counties. Visit us at www.lisc.org to learn more.

YOUR ROLE AND RESPONSIBILITIES AS AN AMERICORPS MEMBER

This is an AmeriCorps position and as such, the member may not engage in prohibited activities as part of his/her/their service. The member will have an immediate supervisor at Towards Employment and a LISC point of contact throughout the term of service for coaching, mentoring, and training support in order to undertake activities to achieve a community goal.

The member is expected to undertake the following activities toward goal achievement:

The Tech Navigator will support incoming and potential Career Readiness Training (CRT) participants, helping them to gain digital skills and complete pre-career readiness training program assignments that require digital literacy. This role will work closely with the training team in regards to utilizing tools and curriculum in both Google Classroom and via hard copy. In addition, this position will support the IT department in performing tasks necessary for inventory and maintenance as it relates to Google Chromebooks and other technology equipment. Key responsibilities include:

MEMBER SIGNATURE: _____

- Provide assistance and support to First Step program participants as it relates to preparedness for Career Readiness Training workshop.
- Assist participants in one on one and/or small group setting to complete customized tasks noted on the pre-career readiness checklist.
- Work with First Step Manager and training team on plan for participants who have not met all requirements of the pre-career readiness checklist.
- Facilitate group and individual sessions as needed related to digital literacy and tech needs.
- Assist individual participants with job module based activities as needed.
- Provide training and assist with issues for individuals with limited digital and computer literacy. Support may include: set up & introduction to chrome books, hotspots, PCs and other tools; training site and wi-fi login; personal email set up and registration; and Google apps utilization, including Google Drive, Google Classroom, Google Forms, etc.
- Implement Northstar Digital Literacy platform to pre-assess participants.
- Provide more in-depth technology skill based training, and measure growth through post-assessment
- Support participant learning to access and submit documents and materials using Google Drive and Google Classroom; documents participant interactions in organizational database.
- Attend trainings and team meetings on a regular basis.
- Duties as assigned by Senior Manager, Training Services.

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

- Provide 100 clients with employment/ job skills counseling where 75 clients will secure employment – or secure better employment – as a result of the aforementioned activities

In order to meet the goal(s), the successful candidate will be provided with a work-plan at the onset of service and training needed to achieve the goal(s). Progress toward goal attainment will be measured monthly through an on-line system and training will be provided.

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 8:00 am – 4:30 pm with 30 minutes for lunch per day. It is expected that the person will be flexible as oftentimes service requires some evenings and weekends.

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.

SKILLS NEEDED

- 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 be flexible and dependable, and demonstrate initiative, resourcefulness and patience
- Commitment to Towards Employment mission and values

PROGRAM ELIGIBILITY REQUIREMENTS

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.

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

NATIONAL SERVICE CRIMINAL HISTORY CHECK REQUIREMENT

If a candidate has a criminal record, it does not necessarily make him/her/them ineligible for service. LISC does not disclose any results with the host site and will discuss any eligibility concerns that may arise directly with the candidate as per LISC's policy.

Candidates being offered and accepting this AmeriCorps position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. LISC should receive the results from all checks *at least one week prior* to the first day of proposed service. The person must be cleared for service by LISC prior to the first day of service.

A candidate may not be considered eligible for service in instances where he/she/they: (1) are subject to registry on the National Sex Offender Public Website (NSOPW); and/or (2) has been convicted of murder; and/or (3) has a non-resolved/non-adjudicated criminal offense.

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: <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:

Candidates should send a resume via email to William Basel at wbasel@towardsemployment.org. The subject line should read Tech Navigator position.

The candidate selected for this position will complete an account set up and on-line application via the My AmeriCorps Portal located here: <https://my.americorps.gov/mp/login.do> as well as intake forms via a secure system.

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

LISC AmeriCorps is available to everyone eligible to serve.

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.