Full-time Service Opportunity with
Latino Economic Development Center

Latino Economic Development Center and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Economic Development Navigator. We are recruiting a full-time AmeriCorps member to be a part of our team for 12 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 Latino Economic Development Center or LISC.

WHAT WE DO
The Latino Economic Development Center's (LEDC) mission is to create economic opportunity for Latinos by fostering entrepreneurship growth, workforce advancement, education opportunities, and supporting business development as a vehicle for reducing social and economic disparities. We are Latino-led, all the way from our Board of Directors to our frontline staff - and committed to lifting up marginalized Latino and immigrant communities through economic development. Annually we serve approximately 600-800 Latino entrepreneurs and small business in the Twin Cities and throughout the state of Minnesota.

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 Latino Economic Development Center 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:

- in collaboration with Director of Business Services, finalize work plan for financial counseling and education program
- conduct community outreach and recruitment of new clients to LEDC's financial counseling and education program
- lead one-on-one and group sessions to cover relevant financial counseling and education topics
- assist with onboarding new clients interested in financial counseling and education
- lead development of marketing strategies to promote program to potential clients, work with Communications Manager to implement
- provide clients with information on different financial products and services
- conduct follow-ups with clients as needed to maintain program engagement
- support data entry, management, and reporting as it relates to financial counseling and education program
- conduct outreach to other community organizations and providers of financial services/products to help make referrals, bring in guest lecturers, etc.

MEMBER ACTIVITIES

In performing these activities, Latino Economic Development Center and LISC AmeriCorps anticipate that the person in this position will achieve the following goal:

- Provide 200 clients with financial coaching services where 130 clients will indicate improved financial literacy or financial position as a result of the aforementioned activities

In order to meet the goal, the successful candidate will be provided with a work-plan at the onset of service and training needed to achieve the goal. Progress toward goal attainment will be measured monthly through an online 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 35-40 hours per week. Normal service hours are Monday – Friday from 8:30 am – 5:00 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 all LISC sponsored trainings and monthly meetings; and,
- 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).

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
- Willingness to learn and serve others
- Strong organizational, writing, and oral communications skills; and possess a high attention to detail
- Familiarity with community development, financial services, banking/lending terminology including understanding financial planning basics
- Have an interest in finance and/or financial education
- 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: (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 24 equal checks twice a month from LISC. 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 John Ramirez at careers@ledcmn.org. The subject line should read Economic Development 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 Latino Economic Development Center 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.