



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

Washington County Economic Alliance and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Workforce Training Coordinator. The candidate will ideally begin service on October 1, 2018 and serve a minimum of 1700 hours though the end of his/her term on July 31, 2019. The exact start and end date is confirmed by the Member Agreement of Participation. The individual selected to serve is not considered to be an employee of Washington County Economic Alliance or LISC.

**ORGANIZATION BACKGROUNDS**

The Washington County Economic Alliance is a non-profit 501 (c) 6 corporation that offers a broad array of economic development, business development, and corporate site location assistance services to existing, new and expanding businesses and industry. The Organization also houses the Washington County Chamber of Commerce, which is comprised of businesses, professionals, and volunteers with the goal of providing leadership for the advancement of economic vitality and quality of life for the Washington County community. The mission of the Washington County Economic Alliance is to encourage innovation and competitiveness by fostering the creation and attraction of new business, while promoting the retention and expansion of existing business, in an effort to stimulate job opportunities and improve the quality of life for the Washington County communities of Greenville, Leland, Hollandale, Arcola, and Metcalfe.

The WCEA has developed a multi-phase, collaborative program that will enhance and promote the workforce ecosystem of Washington County. The Work Ready Washington County Program will create a regional workforce ecosystem, across multiple industries, that will foster collaboration between regional leadership, employers/industry representatives, workforce investment system representatives, economic development agencies, and education and training providers, while simultaneously decreasing the barriers associated with training and skill enhancement, so that the Mississippi Delta workforce can develop the skills necessary to close the middle-skills job gap. Participants in the Work Ready Washington County Program will come from four (4) career pathways: 1) Incumbent workforce; 2) Community College/Technical Schools; 3) Workforce Investment System participants; and 4) K-12 Partners.

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 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. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at [www.lisc.org](http://www.lisc.org)

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

*The member will be expected to sign the service description to confirm that s/he applied to the service description that was approved by the Program Director. The approved service description is noted in both the Member Agreement of Participation and the Placement Site Agreement.*

**LISC PD APPROVAL (date):** \_\_\_\_\_

*The Program Director will review and either approve or request clarification on the service description. Approval must be obtained prior to the recruitment of the AmeriCorps member*

## **AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

1. Report directly to his/her immediate supervisor (Project Manager)
2. Implement, manage, and coordinate the Opportunity Youth Workforce Training Scholarship program, which is funded through Rural LISC. Additionally, through this program, the member will develop relationships with program partners, including Washington County Youth Court, Delta Foundation, WWISCAA, MACE, Delta Foundation, Families First, MDHS, and MDES.
3. Implement, manage, and coordinate additional Washington County Economic Alliance (WCEA) workforce programs and scholarships
4. Serve as a workforce liaison to area employers to address and meet their workforce needs
5. Serve as a workforce liaison to local job seekers that fall under the scope of WCEA workforce training programs
6. Implement, manage, and coordinate MS Scholars & Tech Master Program (Washington County)
7. Implement, manage, and coordinate MS Governor's Job Fair (Washington County)
8. Collect monthly data on local workforce stats and create profiles of potential employers across Washington County for opportunity youth.
9. Market and promote workforce training opportunities in Washington County
10. Engage the Emerging Workforce (High School Juniors and Seniors) to coordinate ACT WorkKeys Testing
11. Attend local, regional, and state workforce meetings
12. Develop engagement materials for opportunity youth, including information about employment sectors, job training services, volunteer opportunities, leadership development, job readiness, and interview processes.
13. Coordinate an event for youth from the Expungement Program and the Youth Court of Washington County, MS and representatives of local businesses to discuss skills prospective employers are seeking and opportunities to acquire training to meet employer demand.
14. Compile national and local research about innovative workforce development programs for justice-involved opportunity youth.

## **PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS**

This is an AmeriCorps position. LISC and Washington County Economic Alliance 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.

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. Members are required to track time and submit on-line (training provided) timesheets twice per month.

Members will perform day to day service at Washington County Economic Alliance and serve a minimum of 40-42 hours per week. Normal service hours are Monday – Friday from 8:00 am – 5:00 pm with 30 minutes for lunch per day. There will be opportunities to serve evenings and weekends.

Members will have an immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and Washington County Economic Alliance.

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 2019;
- 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.

## **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 the education award associated with this description
- Be eligible to perform the term of national service associated with this description
- 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 during the pre-enrollment period
- 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)
- Be able to complete at the hours within the timeframe of the service term and serve the full term

## **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. Candidates must be cleared by CNCS prior to the first day of service.

## **PROGRAM BENEFITS**

Upon successful completion of the term of service, the member will be eligible for a \$5,920 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 \$17,000. 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 (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).

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:**

Please send cover letter and resume to Will Coppage, [WCOPPAGE@WCEAMS.COM](mailto:WCOPPAGE@WCEAMS.COM). If applicant has additional questions, they may contact Will Coppage at 662.378.3141.

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.*