



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



Greater Syracuse Land Bank and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Community Outreach Coordinator. The Community Outreach Coordinator will work to implement a community outreach initiative to conduct community assessments of specific neighborhoods within the City of Syracuse and the Towns and Villages of Onondaga County. The candidate will ideally begin service on December 1, 2017 and serve a minimum of 1700 hours through the end of his/her term on September 30, 2018. It is our hope that this position will provide an invaluable connection between the land bank and the community we serve and that at the conclusion of the 10 month AmeriCorps term we will identify permanent funding for a full-time position. In order to best serve the communities where the Land Bank's work is focused, we are looking for an individual who has experience living, working, or volunteering in communities and neighborhoods where the Land Bank's work is focused and can leverage existing connections to better connect people to the Land Bank.

### **ORGANIZATION BACKGROUNDS**

The Greater Syracuse Land Bank (GSLB) seeks to return vacant, abandoned, underutilized, and tax-delinquent properties to productive use in ways that support the community's long-range vision for its future. We do this by acquiring these properties, stabilizing them, selling them to responsible buyers for redevelopment, and by assembling and land banking projects for long-range redevelopment plans. Responsible, well-planned redevelopment of these properties will increase surrounding property values, improve quality of life for surrounding residents, and stabilize the tax base making it easier for local governments to provide essential services. Ensuring that properties are redeveloped by qualified developers, with adequate plans, and for purposes that benefit the surrounding community will work to reverse the decline of property values in blighted areas.

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

### **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: \_\_\_\_\_**

*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*

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 Outreach Coordinator will be the primary liaison between GSLB and residents and community-based organizations within the City of Syracuse. The Community Outreach Coordinator's tasks will include:

- Participate in regular meetings with block clubs, neighborhood associations, churches, business associations, and other community based groups to stay informed about community priorities and concerns, answer questions and provides information about Land Bank programs.
- Gather input from residents about Land Bank plans, strategies, and grant applications.
- Listen to and document resident ideas, concerns and feedback.
- Create opportunities for community engagement to provide information on Land Bank programs and accomplishments and to enable residents to share issues, concerns, priorities and plans with the Land Bank.
- Share feedback from community groups with Land Bank staff and board.
- Serve as a community advocate within the Land Bank to address community concerns.
- Make presentations on behalf of the Land Bank to community groups, churches, and other organizations.
- Assist the Land Bank Planning and Neighborhood Revitalization Team in developing plans, strategies and grant applications that are responsive to resident concerns
  - Provide resident input into plans, strategies, and grant applications for demolition, blight elimination and redevelopment.
  - Build community support for grants for redevelopment and blight elimination.
- Get the word out about Land Bank programs and opportunities in the community
  - Provide information about properties available for sale, lease and adoption at neighborhood meetings.
  - Connect with organizations, businesses and churches to organize events to spread the word about renovated homes for sales.
  - Give presentations at community events to spread the word about Land Bank opportunities.
  - Expanding the Land Bank's Clean and Green, Adopt-a-Lot, and Side-Lot Programs to encourage community-based care and maintenance of vacant land.
- Provide support to community-based revitalization efforts
  - Provide support services to block clubs, neighborhood organizations and other interest groups.
  - Connect residents to information and resources to address challenges and concerns.
  - Develop and coordinate special projects with community groups such as neighborhood art parades, community cleanups, mural projects, and other blight elimination efforts.
  - Assist with organizing and getting the word out for community revitalization efforts.
  - Promote programs such as Adopt-a-Lot and Side-Lot Programs to encourage community-based care and maintenance of vacant land.
  - Highlight successes with community gardens by participating in the planning, outreach and implementation of the edible flint food garden tour.
  - Support neighborhood-based planning efforts by coordinating mapping and data requests through the Land Bank's Neighborhood Planner.

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

Members will perform day to day service at GSLB and serve a minimum of 42 hours per week. Normal service hours are Monday – Friday from 8:30 am – 5:30 pm with 30 minutes for lunch per day. There will be opportunities to serve 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 LISC NYS Housing Stabilization Fund.

This is an AmeriCorps position. LISC and GSLB 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, preferably with experience living, working, or volunteering in communities and neighborhoods where the Land Bank's work is focused
- Experience in community engagement, community outreach, and/or volunteer coordination
- Bachelor's Degree in a field related to community engagement
- Strong public presentation skills
- Empathetic to individuals in difficult social and economic conditions
- Comfortable with organizational change in a fast-paced work environment
- Ability to work independently and in a team environment
- Proficient in Microsoft Office Suite
- Excellent written and oral communication skills
- Ability to work a flexible schedule (night and weekend meetings will 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 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:**

Please submit a cover letter, resume, and AmeriCorps application to [kwright@syracuselandsbank.org](mailto:kwright@syracuselandsbank.org) by November 15, 2017. Any questions or comments can be submitted to [kwright@syracuselandsbank.org](mailto:kwright@syracuselandsbank.org), as well.

*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.*