



# CEDAM's AmeriCorps State Program Member Position Description



<b>Position Title:</b> Neighborhood Engagement Coordinator	<b>Host Site:</b> Dwelling Place of Grand Rapids
<b>Position Type:</b> Full time, 40 hours/week	<b>Site Supervisor:</b> Heather Ibrahim
<b>Dates of Service:</b> September 18, 2023 – August 23 2024	<b>Stipend:</b> \$26,000

**CEDAM's AmeriCorps Information:** CEDAM's AmeriCorps program connects local and statewide agencies to meet neighbors' critical needs. Members create community, build capacity and serve neighbors across Michigan. Our AmeriCorps program advances equity for Michiganders in two key ways 1. Cultivating the next generation of leaders in the community economic development field and 2. Supporting economic inclusion for Michiganders.

### **Organizational Information:**

Dwelling Place of Grand Rapids creates affordable housing communities across West Michigan. We create homes where residents feel cared for, respected, and uplifted and revitalize neighborhoods: the places where people live, work, and play. To learn more visit: <https://dwellingplacegr.org/>

### **Role and Responsibilities:**

The AmeriCorps member will work with the Heartside/Downtown Neighborhood Association (HDNA) and the Heartside Business Association (HBA) to:

- Strengthen both boards and increase the engagement of residents and small business owners in both associations
- Build out those boards with dedicated board members
- Create board tools, and provide technical support for the boards
- Work with board members to produce a monthly joint
- HDNA/HBA newsletter
- Help facilitate neighborhood programming that could include neighborhood cleanup activities, monthly neighborhood events (such as Third Thursdays), and neighborhood beautification projects like public art
- Serve on committees that focus on quality-of-life projects
- Recruit residents and business owners to participate in neighborhood activities
- Participate in CEDAM AmeriCorps monthly meetings, trainings, events, data collection, reporting and additional items as needed.
- Participate in AmeriCorps & Michigan's AmeriCorps events and trainings.

### **Preferred Qualifications:**

- Willingness and interest in working with a diverse population while modeling patience, kindness, flexibility, respect and maintaining privacy to those we're assisting in the community.
- Ability to utilize person-centered thinking and active listening skills to assess the needs, situation, strengths, and barriers of individuals and families seeking assistance;
- Attention to detail and organization required;
- Customer service focus and patience to follow-up with individuals to assess outcomes and provide additional resources, when necessary;
- Strong written and oral communication skills;
- Ability to build consensus and resolve conflict; exhibits willingness to have difficult conversations. Unwavering personal integrity.

### **Minimum Qualifications:**

- Be at least 18 years of age. Applicants must have HS diploma, GED or working toward the completion of one.
- U.S. citizen, U.S. national or lawful permanent resident of the U.S.

- Pass the following National Service Criminal History Checks: State of Michigan background check, State of residency (if not Michigan), FBI Fingerprinting, and State & National Sex Offender Registry
- Moderate to proficient computer skills and the ability to learn new software quickly.

**Compensation:**

Members will receive a living allowance of \$26,000 distributed in even increments, bi-weekly between September 18, 2023 – August 23, 2024. Members will receive student loan forbearance for qualified loans, health care package, childcare assistance upon eligibility, and continual professional development. Upon successful completion of service an education award in the amount of \$6,495 will be issued. Members will serve 1,700 hours for the term = 40 hours/week. CEDAM's AmeriCorps Program is an equal opportunity employer. Reasonable accommodations will be made for interview/service as needed. All interested candidates must be available to spend 40 hours in training the week of September 18. All interested candidates need to apply on CEDAM's website by 5pm June 16: [bit.ly/serveamericorps](https://bit.ly/serveamericorps)