



## CEDAM's AmeriCorps State Program Member Position Description



<b>Position Title:</b> Community Engagement Specialist	<b>Host Site:</b> CLEARCorps Detroit
<b>Position Type:</b> Full time 1,700 hours = 36-40 hours per week	<b>Site Supervisor:</b> Diane McCloskey
<b>Dates of Service:</b> September 12, 2022 – August 26, 2023,	<b>Stipend:</b> \$20,000

**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:

The mission of CLEARCorps Detroit is to reduce the impact of environmental hazards on the health and safety of children with a specific focus on reducing the impact of lead poisoning. This work is done in collaboration with community partners to ensure improved health, housing, and financial stability and opportunity for children and families. We use a person-centered home-focused approach to coordinate health and housing services. To learn more visit: <http://clearcorpsetroit.org/>

### Role and Responsibilities:

- Be the first point of contact for low-income families seeking applications for energy efficiency and healthy home repairs that will make their homes healthier and more energy efficient thereby improving the health of family members and increased financial stability with more affordable utility bills. This will include in person meetings, events, and virtual events (phone, email, social media, and web-based communication).
- Connect residents receiving CLEARCorps services to additional community services to provide wholistic wrap-around support.
- Provide guidance and instruction to residents in completing applications and submitting the needed documents.
- This includes touching base with residents for missing and incomplete information, or other errors.
- Coordinate application submissions (applications submitted in-person, mail, fax, and email) with clients and generate a tracking system to send receipt and status updates of application (received, accepted, declined, wait list)
- In coordination with staff, identify and attend community events to promote CLEARCorps services.
- Assistance to emergency clients - families who are currently without hot water or heat in the home who may be in danger of losing custody of their children or who are senior citizens with health issues.
- Participate in CEDAM AmeriCorps monthly meetings, trainings, events, data collection, reporting and additional items as needed.
- Assist in growing/strengthening program participation through effective communication, collaboration, volunteer recruitment, support, and problem solving.
- Develop and maintain community partnerships with allied organizations and governmental partners to form relationships where healthy homes are a priority.
- Research, create, conduct and/or coordinate marketing, outreach, and volunteer opportunities to support CLEARCorps programs.
- Research and outreach tools and events to attract volunteers, clients, and partners including reference materials, in person and digital educational and training materials, workshops, website upgrades, e-newsletter,

and/or digital and social media.

**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.
- Experience, knowledge, or interest to learn about healthy housing and environment hazards to children's health
- Experience, knowledge, or desire to learn about outreach, marketing, and volunteer recruitment and management
- Experience with or willingness to learn how to create audience sensitive and appropriate communication tools such as brochures, newsletters, digital media content, reports, and website content.
- Experience in community education, and community outreach a plus.
- Fluency in another language a plus.
- Some familiarity with environmental health hazards and lead poisoning prevention – additional training will be available to support increasing knowledge.
- Experience in Microsoft Office products (primarily Word and Excel)
- Experience in social media platforms (Facebook, etc.) or graphics design software a plus.

**Minimum Qualifications:**

- Be at least 17 years of age. Minors must have guardian permission.
- Applicants must have High School 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)
- Excellent written and oral communication skills.
- Basic computer skills, competency in Microsoft suite (primarily Word and Excel) and the ability to learn new software quickly.
- Reliable transportation and willingness to engage in Detroit community outreach.

**Compensation:**

Members will receive a living allowance of \$20,000 distributed in even increments, bi-weekly between September 12, 2022 – August 26, 2023.

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 = 36-40 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 12.

**All interested candidates should apply by June 27<sup>th</sup> at 5:00 p.m. on CEDAM's website here: [bit.ly/serveamericorps](https://bit.ly/serveamericorps)**