

Job Posting

Digital Inclusion Assistant

The North Lawndale Employment Network and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Digital Inclusion Assistant. We are recruiting a full-time AmeriCorps member to be a part of our team for 10 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 the North Lawndale Employment Network or LISC.

WHAT WE DO

The North Lawndale Employment Network (NLEN) assists North Lawndale residents through innovative employment initiatives that lead to economic advancement and an improved quality of life. NLEN continually updates its services to meet the employment needs of clients and the community at large. NLEN's approach to addressing the extremely high rates of unemployment and underemployment in North Lawndale is to offer employment services and transitional jobs to North Lawndale residents, many of whom are citizens returning from incarceration and others with significant barriers to employment.

NLEN is committed to:

- Assisting those with barriers to employment, especially returning citizens, in securing jobs with family supporting wages
- Partnering with employers in recruiting and retaining workers
- Advocating on behalf of low-income job-seekers
- Empowering job seekers with access to financial tools and literacy
- Creating a thriving and sustainable community

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 the North Lawndale Employment Network 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:

- Research, explore and create innovative digital literacy training and development program topics, based upon client and community needs and develops scalable strategies that build a talent pool for immediate hire
- Test and review created materials, keep current on development regarding instructional technology; develop, grade,
- Administer and facilitate quizzes or other tools used to evaluate participant's progress
- Provide an evaluation of student's performance to encourage course completion and stackable credential options
- Coordinate and schedule annual digital literacy and web based, quarterly workshops, weekly presentations and daily group/individual training sessions

- Build and foster client, community, volunteer and partner engagement relationships that demonstrate reciprocal wins
- Plan and evaluate daily/weekly/monthly/quarterly/annual training program activity performance based on Key Performance Indicators (KPIs) – clients and community engaged in digital literacy training and certification in partnership with community based IT organizations; increase digital literacy
- Partner with internal stakeholders, such as outreach, marketing/communications, development, workforce and business solutions to ensure alignment; management of marketing and promotions for digital literacy programs and initiatives
- Attend required trainings and meetings
- Efficiently document the process and outcomes of service delivery for all assigned participants, utilizing our client management system, Salesforce
- Develop plans of actions and provide tools, resources, and accountability to the client, community member and/or staff to help them meet their goals; complete a very detailed digital assessment

In performing these activities, the North Lawndale Employment Network and LISC AmeriCorps anticipate that the person in this position will achieve the following goal(s): Provide 150 clients with employment/ job training skills where 60 clients will secure employment – or secure better employment – as a result of the aforementioned activities

In order to meet the goal(s), the successful candidate will be provided with a work-plan at the onset of service and training needed to achieve the goal(s). Progress toward goal attainment will be measured monthly through an on-line 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 40 hours per week. Normal service hours are Monday – Friday from 9:00 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 a local onboarding session coordinated by LISC;
- Attending a national leadership conference in March 2021;
- 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.

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
- 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: (1) must not have previously resigned from a LISC AmeriCorps position; (2) be able to earn at least 75% 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 \$6,195 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 \$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. 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/specialinitiatives/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:

Submit a resume and cover letter via email to: careers@nlen.org
LeOné Champion, Manager of Human Capital

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.