



Part-time Service Opportunity
with
Arts Commission of Greater Toledo, Inc.

The Arts Commission of Greater Toledo, Inc. and Local Initiatives Support Corporation are seeking a part-time AmeriCorps member to serve as a Cultural Assets Research and Mapping Coordinator. We are recruiting a part time AmeriCorps member to be a part of our team for 10 months (February 1-November 30, 2021). 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 Arts Commission of Greater Toledo, Inc. or LISC.

WHAT WE DO

The Arts Commission is a non-profit organization serving Northwest Ohio and Southeast Michigan, whose purpose is to “strengthen our community, foster creativity and celebrate life through art.” The Arts Commission supports, promotes and connects visual, performing and literary artists, arts organizations and businesses; and administers the City of Toledo’s One Percent for Art ordinance.

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 \$22 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. Headquartered in New York City, LISC’s reach spans the country from the East Coast to the West Coast in 36 urban markets from Buffalo to San Francisco and 2,200 Rural counties. Visit us at www.lisc.org to learn more.

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 Arts Commission of Greater Toledo, Inc. 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:

- ☞ Build on preliminary ideation regarding a “culture trail” connecting neighborhoods from Junction to East Toledo.
- ☞ Identify neighborhood cultural assets for highlighting along the “culture trail”.
- ☞ Conduct history about potential sites along the trail.
- ☞ Research “culture trail” models in other cities and document best practices.
- ☞ Works collaboratively with Creative Placemaking team to advance community engagement.
- ☞ Build sustainable connections and relationships within East Toledo, Vistula/Cherry Street Corridor; Junction/Dorr.
- ☞ Identify opportunities to increase participation and engagement in the arts by diverse and/or underserved audiences.
- ☞ Coordinate with neighborhood residents, the Toledo MetroParks, and The Arts Commission to

identify appropriate projects and create a delivery plan.

In performing these activities, the Arts Commission of Greater Toledo, Inc. and LISC AmeriCorps anticipate that the person in this position will achieve the following goal(s):

- ☞ Significantly contribute to a community needs assessment or implement community solutions making the host organization more effective and or efficient in serving residents

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 23 hours per week. Normal service hours are Monday – Friday from 8:30 am – 5:30 pm with one hour 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)
- ☞ Knowledge of and interest in the arts and/or experience with capacity building within non-profit organizations and/or grassroots community development experience.
- ☞ Experience as a volunteer; experience with volunteer coordination preferred.
- ☞ Experience in a non-profit organization or board membership of a non-profit organization

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 \$3,097.50 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 \$9,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is required.

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:

Submit a resume and cover letter via email to: Emily Finkel, The Arts Commission, info@theartscommission.org, by December 4, 2020. Questions may be submitted to Jennifer Jarrett, 419-254-2787 X1012, jjarrett@theartscommission.org.

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.

LISC AmeriCorps and the Arts Commission of Greater Toledo, Inc. are committed to diversity and inclusion in the selection process.

LISC AmeriCorps is available to everyone eligible to serve.

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.