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Service Announcement: Home Ownership Support Coordinator LISC AmeriCorps Member: Minnesota Home Ownership Center

The Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform 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 neighborhoods. Since 1980, LISC has invested more than \$9.7 billion that has leveraged an additional \$31.3 billion to build or rehabilitate 271,000 affordable homes and develop 40 million square feet of retail, community and educational space nationwide in efforts to Build Sustainable Communities. This strategy extends to the LISC AmeriCorps program where we support placing AmeriCorps Members with local non-profit partners to assist in local efforts to revitalize neighborhoods across the country, creating vibrant places for people to live, work, and play. LISC's AmeriCorps program seeks to attract talented individuals to serve for one year to help build organizational capacity. This is an excellent opportunity to gain experience and begin a career in the Community Development field.

The **Minnesota Home Ownership Center** is a statewide nonprofit organization assisting Minnesotans with low and moderate incomes to buy and maintain their homes. The Center trains housing counselors and educators, develops curriculum and programming, and conducts consumer and community outreach. The Center has been the definitive source of services related to the state's foreclosure crisis and is integral to neighborhood recovery in impacted communities. Its programming is recognized nationally for innovation and effectiveness.

AmeriCorps Member Activities

The AmeriCorps member working with the **Home Ownership Center** will serve as a **Home Ownership Support Coordinator**. In this capacity, the AmeriCorps member will have the opportunity to interact with a diverse group of non-profits, homeownership industry professionals and housing counselors. The AmeriCorps member will be joining an organization that is growing in visibility, influence and effectiveness. The primary tasks will be about: supporting consumer and community outreach with an emphasis on communities of color; developing tools to inform homeownership industry professionals and consumers about new programs and funding sources for homeownership; and providing training and support to the counseling agencies in the Center's network. Responsibilities include:

- Develop and implement a matrix of statewide rehab, repair, and energy improvement products available on the Center's web site.
- Implement a tool within the Center's web site that documents network partners' homeownership programs.
- Assist in planning and implementation of the Center's annual Emerging Markets Homeownership Initiative Summit.
- Collaborate with other staff to assess gaps in service for emerging markets and conduct outreach to potential partner agencies.
- Assist in the implementation of the Center's online tool for homebuyer education.
- Develop homeownership fact sheets for consumers, lenders, and realtors.
- Conduct surveys of program participants to assess consumer satisfaction.

Minimum Qualifications

- ♦ **Age, education, residency status:** to become a LISC AmeriCorps member, you must have a high school degree, GED certificate or agree to achieve a GED within the year. You must be a minimum of 17 years of age and be a US citizen or have permanent resident status.
- ♦ **Mission:** adopt and respect the organization's mission. A passion for creating results is a must.
- ♦ **Innovation:** think creatively to help the Center do its work better.
- ♦ **Communication:** ability to write well, you will be responsible for preparing written materials. You will be communicating over the phone and in a group setting often—verbal communication skills are key.
- ♦ **Technology:** you will be working with web based tools, so being comfortable with technology is a must. Experience with Microsoft Office products is highly valued.
- ♦ **Relationships:** work with diverse stakeholders in a respectful and cooperative way.
- ♦ **Program results:** plan and complete work assignments to meet your goals. Complete work accurately. Successfully meet deadlines.
- ♦ **Knowledge:** education, work, or personal experience in communications or a related field is helpful. Previous experience with housing would be helpful, too.

Member Benefits

Full time members are required to serve for a minimum of 1,700 hours and a full year at the Home Ownership Center. Members will attend a national orientation the week of October 23-27 and monthly meetings and trainings hosted by the Twin Cities LISC office. The Home Ownership Center will also make additional training opportunities available. Members will earn a stipend of \$18,000 and are eligible to participate in the AmeriCorps health insurance program and may apply for childcare benefits. Upon successful completion of the service year, members will be eligible for a \$5,350 education award to pay off existing student loans or return to school.

Deadline to apply: August 8, 2010

For more information on Twin Cities LISC, visit www.tclisc.org

For more information on the Minnesota Home Ownership Center, visit www.hocmn.org

To apply, please email a cover letter and resume to Chris Wiger at cwiger@lisc.org or mail to:

Chris Wiger
Twin Cities LISC
570 Asbury St., Suite 207
St. Paul, MN 55104

LISC and the Minnesota Home Ownership Center promote equal opportunity in selecting AmeriCorps members. We are committed to diversity and inclusion in the selection process.