



LISC
Helping neighbors
build communities



Service Announcement: Advancement Associate LISC AmeriCorps Member at Plymouth Church Neighborhood Foundation

The Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed 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 underserved 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 underserved neighborhoods across America 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 and is committed to providing opportunities for people to serve where they live. www.lisc.org

Plymouth Church Neighborhood Foundation is a non-profit housing organization, which owns and develops housing to meet a range of community needs. The Foundation has developed housing for those who are homeless, for those in the workforce who need moderate rents and for those seeking home ownership opportunities. We believe in collaboration and work in close partnership with community agencies to ensure that residents are connected to the services that enhance the quality of their lives.

The Foundation was created in 1999 by members of Plymouth Congregational Church to deepen and expand its contributions to the community. The Foundation defines itself as a “faith-based housing developer” because it speaks to the motivation of our leadership and volunteers in giving back to the community. None of our programs have any religious restrictions or involvement. In 2006, we revised our Mission Statement to clarify that the faith that we speak of is not limited to a particular creed or even the Christian faith but recognizes the strength and wisdom of all faiths. *“Inspired by social justice and guided by our many faiths, Plymouth Church Neighborhood Foundation is creating homes for those in need, building community for all.”* The Foundation has a Congregational Partnership Initiative which calls to the broader faith community for their involvement in increasing housing choice and opportunity for all.

AmeriCorps Member Activities

The Member at **Plymouth Church Neighborhood Foundation** will serve as an advancement associate. This position would provide support to the Advancement Department by assisting with communications, events and administrative duties, all of which support our efforts to end homelessness. The Member serving in this capacity would assist with the coordination of communication activities, including gathering stories from and surveying tenants as well as preparing tenants to speak at for events and meetings. The Member will assist in the coordination of written communications projects and implement web and media strategies.

Overview of member activities:

Gathering of tenant testimonials

Writing testimonials given by tenants for use in publications

Create and execute tenant surveys
Coordinate and attend tenant meetings
Implement of web and social media strategies
Coordinate print projects
Copywriting for web, newsletter, annual reports
Process documentation
Maintaining online directory listings
Event coordination including pre/post communication:
 Tours
 Pastor's breakfast
 Hosting congregation meetings
 Speaker scheduling and preparation

Minimum Qualifications

- ◆ High school degree, GED certificate or agree to achieve GED within the year
- ◆ Minimum of 17 years of age, US citizen or permanent resident status
- ◆ Desire and ability to work with a diverse group of people
- ◆ 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)

Preferred Qualifications

- ◆ College degree, some college acceptable
- ◆ Experience working in a professional office environment
- ◆ Strong writing skills
- ◆ Proficient in Microsoft Office suite, especially Word, Excel, Outlook, Explorer
- ◆ Deadline oriented
- ◆ Comfortable speaking to groups and facilitating meetings
- ◆ Personal transportation preferred (mileage reimbursement will be provided)

Member Benefits

Full time members are required to serve for a minimum of 1,700 hours and a full year at **Plymouth Church Neighborhood Foundation**. Members will attend a national orientation the week of October 24-28 and monthly meetings and trainings hosted by the Twin Cities LISC office. **Plymouth Church Neighborhood Foundation** 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 5, 2011

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

For more information on Plymouth Church Neighborhood Foundation, visit www.plymouthfoundation.org

To apply, please email a cover letter and resume to Janayah Bagurusi at jbagurusi@lisc.org or mail to:

Janayah Bagurusi
Twin Cities LISC
570 Asbury St., Suite 207

St. Paul, MN 55104

LISC & Plymouth Church Neighborhood Foundation promote equal opportunity in selecting AmeriCorps members. We are committed to diversity and inclusion in the selection process.