

MATT URBAN HUMAN SERVICES CENTER OF WNY

POSITION TITLE: AmeriCorp Service Member - Housing

Job Type:	Contract – Summer Term (August 1 – September 30) – Full Time Hours
Supervisor:	Housing & Community Development Director
Location:	1081 Broadway Buffalo, NY 14212
Education Requirements:	High School degree, GED certificate or agreement to achieve GED during term of service
Compensation:	Education Award and a Stipend
Application Instructions:	Please submit a cover letter and resume to mshermer@urbanctr.org .

Job Description: The Asset Management AmeriCorps Service Member will work with housing staff to alleviate the pressure caused by COVID. Safe and affordable housing is more important than ever and the service member's role in assisting with property management and asset management activities is essential as the Housing & Community development Department and the Matt Urban Center continue their essential work for the community.

Qualifications, Preferred Knowledge, Abilities and Skills:

- Desire and ability to work with a diverse group of people, especially residents of low-income distressed neighborhoods
- Ability to work independently and in a team environment
- Computer skills – Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Adobe Acrobat
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)

Responsibilities:

- Project management support for housing developments
- Community needs analysis
- Portfolio monitoring and deferred maintenance needs
- Seeking grant resources for ongoing coverage of expenses such as PPE and cleaning
- Reporting on extra expenses caused by Covid-19
- Preparing financial projections
- Assist with developing capital and operating expenditure budgets

Program Eligibility Requirements

To be eligible to participate as a LISC AmeriCorps member a candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Be eligible to earn 100% of the education award associated with this description
- Be eligible to perform the term of national service associated with this description
- Have unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by CNCS during the pre-enrollment period
- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no upper age limit)
- Be able to complete at the hours within the timeframe of the service term and serve the full term

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.



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 and an onsite orientation to our organization;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in team coordinated service projects; and,
- Engaging in any other LISC events as determined by the local LISC office.

Additional Program Benefits:

Upon successful completion of the term of service, the member will be eligible for a \$1,289.95 education award to pay off existing, eligible student loans or return to school. Members are eligible to place existing student loans (loans must qualify and not in a state of default) into AmeriCorps forbearance. The position pays a total stipend of \$3,000.00 to the service member.

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>.

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

