

MATT URBAN HUMAN SERVICES CENTER OF WNY



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MATT URBAN

Human Services Center of Western New York

AmeriCorps Service Member Opportunity – Full Term

POSITION TITLE: AmeriCorps Member - Housing

Job Type:	Contract – Full Term (10 months), AmeriCorps Service Member
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 AmeriCorps Service member will work with housing staff to ensure our housing department is able to meet the continued needs of our community and residents. Their support will assist with a high volume of housing related intake for the various programs within the department, ranging from low income housing, homebuyer and rehab programs and tenant related referrals.

Qualifications, Preferred Knowledge, Abilities and Skills:

- Good written and oral communication skills
- Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Adobe Acrobat
- 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
- Ability to work a flexible schedule (some night and weekends may be required)

Responsibilities:

- Project management support for housing developments
- Intake, needs assessment and application processing
- Counseling with housing challenges
- Program assistance with grant and loan programs
- 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

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.



- Referral assistance

Program Eligibility Requirements: To be eligible to participate as a LISC AmeriCorps member the 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)
- Ability to complete at the hours within the timeframe of the service term and serve the full term

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
- Upon successful completion of the term of service, the member will be eligible for a \$6,195.00 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 \$17,000.00 to the service member. The stipend is taxable and paid by LISC.

To apply, please submit a cover letter and resume to Maya Shermer, Housing & Community Development Director, at mshermer@urbanctr.org.

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