



Commonwealth Corps Service Position Description



UNITED SOUTH END
SETTLEMENTS

United South End Settlements
Commonwealth Corps
Family Support Coordinator

The mission of the Commonwealth Corps is to engage Massachusetts residents of all ages and backgrounds in service to strengthen communities, address unmet community needs, and increase volunteerism.

Commonwealth Corps members with United South End Settlements (USES) will serve 10.5 months in a full-time capacity. What they have in common is a desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

The mission of United South End Settlements is to build a strong community by improving the education, health, safety and economic security of low-income individuals and families in Boston's historic South End/Lower Roxbury neighborhood and to serve as a national model of successful neighborhood engagement. USES will host 4 full-time Commonwealth Corps members who will serve on our Workforce Readiness team as Family Support Coordinators, assisting families with obtaining resources for economic security in the Boston area. Through their service, members will allow USES to increase our ability to provide a wider range of services, case management and workforce development. In addition, they will leverage volunteers that will be engaged in providing support to families in accessing employment and educational opportunities.

Responsibilities:

Essential

- Complete a minimum of 1,500 hours of service, serving through June 24, 2017.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total) and United South End Settlements, including a new member orientation on August 15 & 16, 2016.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Provide direct service by serving low-income parents one-on-one to find training programs, jobs, secure housing resources, enroll in public benefits and tax credits, and obtain referrals for services like childcare and healthcare
- Assist with recruiting and training Volunteer Advocates who will also provide wraparound services and tutoring to parents enrolled in our Workforce Readiness program
- Manage their individual caseload, which will include scheduling appointments, making reminder calls to their clients and completing any related paperwork, as related to this service position.
- Responsible for utilizing the organization's data and outcomes tracking system (ETO) and manage
- Attend meetings and trainings that address local and national poverty and workforce development issues
- Build and strengthen partnerships with community organizations and universities
- The Coordinators will be involved in different capacity building projects. These may include, but are not limited to, assisting with:
 - Community Outreach
 - Volunteer Recruitment and the Volunteer Experience
 - Expanding Member Service Initiatives
 - Improving Access to Knowledge and Resources
 - Support the design of critical new programs at USES

Qualifications:*Required*

- Massachusetts residency and legal authorization to work in the United States
- 18 years of age or older
- Experience with or interest in volunteerism and community engagement
- Ability to balance service commitment with other family/work/school/community commitments in a sustainable way
- Commitment to USES's mission and core values
- Strong leadership and interpersonal skills
- Flexible, creative and willing to go beyond one's comfort zone
- Ability to take initiative to be an independent worker and team player
- Appreciation of the utility, collection and analysis of data

Preferred

- Proficiency in Spanish or Haitian Creole is a plus, but not a requirement

Member Benefits:

- **Stipend** of \$479.16 every other week while in service, up to \$11,500, minus taxes and withholdings;
- **Health insurance (full-time members only)**, individual coverage only);
- **Completion award** of up to \$2,000 upon successful completion of service, minus taxes and withholdings;
- **Training and other professional development** opportunities;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies;
- The opportunity for at least 10 days of planned absences (may include holidays); and
- Opportunity to join with others with a common sense of purpose as part of the Commonwealth Corps.

Please note that receipt of these stipends/benefits may impact an individual's eligibility for certain public benefits.

Term of Service:

- **Position Start Date:** August 15, 2016
- **Position End Date:** June 24, 2017
- Service commitment will average 38-40 hours per week during the following days/times: Monday through Friday from 8:30am to 5:30pm, with 1-2 evenings per month until 8:30pm, scheduled with advance notice.

Application Instructions:

- To apply, submit a thoughtful cover letter and resume via email to the attention of: Toni Preston, Director of Talent and Human Resources, United South End Settlements, humanresources@uses.org
- Applications will be reviewed on a rolling deadline, so we encourage you to apply before May 31.

Accepted members will be required to undergo a criminal offender and sexual offender background check.

United South End Settlements will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. United South End Settlements welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.