Why become an AmeriCorps VISTA Member with the Lapeer County Community Foundation?

- You will be working with a network of dedicated local leaders and volunteers helping to create educational opportunities and financial literacy for the underserved and all youth within Lapeer County. As a VISTA member, you have the unique charge of helping build organizational capacity through resource and volunteer generation, program development and sustainable practices.
- The Lapeer County Community Foundation is dedicated to leading and supporting projects and initiatives that impact the quality of life in Lapeer County today, tomorrow and for future generations.
- Centrally located in the I-69 Thumb Region, Lapeer County offers the advantages of living in a rural environment with a small-town feel while also providing quick connections to greater metro Detroit and other urban areas. Lapeer County has a growing economy, low cost of living, award winning schools and is in close proximity to diverse cultural and recreational opportunities.

Job Description

Job Title: AmeriCorps VISTA Lapeer County CSA Program Coordinator
Location: Lapeer, Michigan
Area of Interest: Civic leadership/Community Development/Education/Financial Literacy Grant-funded AmeriCorps*VISTA (Volunteer in Service to America) AmeriCorps VISTA is a program in which participants serve in communities across the U.S. and is often considered the "domestic Peace Corps."

The Lapeer County Community Foundation (LCCF) is seeking an AmeriCorps*VISTA member who will serve as an AmeriCorp VISTA Lapeer County CSA Program Coordinator for at least one (1) year. This is a 37.5 hour/week position-Monday through Friday 9am-5pm. The position requires a flexible work schedule to meet the public relations aspects of the role. Hours may be irregular at times.

Job Summary: The Lapeer County CSA Coordinator will work to develop and launch a countywide Child Savings Account (CSA) program in Lapeer County. This initiative will serve to help reduce poverty and create a "college-bound" identity within Lapeer County. The CSA program goals include:

- Fostering higher education and career aspirations in all Lapeer County children
- Increase savings for college or career training
- Increase enrollment in/completion of postsecondary education or training
- Increase child and family financial capability
- Encourage educational achievement in elementary and secondary school
- Engage families in planning for the future

The CSA program will create savings accounts for all Lapeer County kindergarten students with "seed" funds provided by the Lapeer County Community Foundation. Enrollment will be universal, and automatic – allowing for an equitable savings plan for all students regardless of economic means. CSA programs provide hope and opportunities for future post-secondary continued learning while also providing the financial literacy educational support for students and their families.

The Lapeer County CSA Coordinator will work on research, development, and the launch of this initiative. They will serve to coordinate relationships and connections to educational, financial, and community partners as well as students and their families. They will work in collaboration with state programs and initiatives. Project activities will include development of program communication and marketing materials, event planning, volunteer recruitment, data collection and development of program metrics. The CSA Program Coordinating will look to develop program sustainability through donor and community engagement. Additionally, they will work with educational and financial partners to develop financial literacy programming.

This position offers regular professional development trainings and a tremendous opportunity to build and expand your personal leadership capabilities. Qualified candidates will have excellent verbal and written communication skills, problem solving ability, desire to work with diverse community partners and interest in K-12 education and continued learning.

Education & training: Demonstrated positive work history (any type of work) with a Bachelor or Associates Degree preferred. Will consider relevant volunteer/work experience in lieu of degree.

Qualifications: This position requires an individual who is efficient, highly organized, detail-oriented, and self-motivated, including:

- Ability to communicate effectively, both orally and written.
- Ability to handle multiple projects simultaneously
- Good time management skills
- Experience with project support – project development preferred
- Experience with data collection, data entry, and/or data systems
- Excellent interpersonal and public relations skills with high level of personal integrity
- Has a strong interest in community service and development
- Self-directed and able to work independently
- Comfortable with the use of technology including experience working with the Microsoft Office suite of applications.

Experience: Position requires the ability to:

- Communicate effectively and work collaboratively at all levels with multiple entities
- Research, analyze, and develop programs
- Connect to individuals, organizations and foster and develop relationships
- Provide leadership in collaborative efforts to maximize outcomes
- Plan and implement special projects/programs

The ideal VISTA member will be able to demonstrate many of the qualifications and experiences listed. Knowledge and experience with general office equipment, email, and Windows are required. The

successful candidate must possess a valid Michigan driver's license, provide evidence of auto liability insurance and successfully complete a criminal background check.

VISTA Member Benefits Summary

Skill Development: The skills developed by AmeriCorps VISTA members are important to employers across all sectors of the economy. VISTA members acquire training and work experience, enhance leadership and problem-solving skills, enhance communication and negotiation skills and change perspectives in the communities they serve. They learn to implement projects that address community needs with limited resources. This teaches flexibility, resilience and innovation – skills that are highly sought by today's employers.

Living Allowance: AmeriCorps VISTA members receive a modest living allowance, direct deposited bi-weekly by the Corp. for National and Community Service. The calculated annual gross income allowance is $12,277.72.

End of Service Awards: VISTA members choose between the Education Award of $5,920 which can be used to pay for qualified student loans or saved in trust to be applied to qualified future education expenses.
OR the End of Service Stipend of $1,800 paid at the successful completion of service.
Federal Student Loans may be put into forbearance during the VISTA term. Members ay also qualify for the Public Service Loan Forgiveness Program.

Healthcare Support: Some VISTA members may be covered by the AmeriCorps VISTA Health Benefit Plan, self-funded basic plan for members who demonstrate that they are legally exempt from having Affordable Care Act coverage during their term of service. Added Healthcare Allowance – supplemental health care reimbursement program to cover cost sharing associated with other insurance coverage. This helps offset out-of-pocket expenses following payment by primary insurance plan, up to $6,000.

Travel and Expense Reimbursement: Reimbursement is made for VISTA travel to orientation and quarterly trainings, travel to mandatory events, and any additional training opportunities. Relocation allowance of up to $500 for VISTA moving more than 50 miles for service.

Applicants are requested to submit resume and cover letter to:
Lapeer County Community Foundation
ATTN: Nancy Boxey
235 W. Nepessing St.
Lapeer, MI 48446
Or by email to: nboxey@lapeercountycf.org

Deadline to apply: Monday, July 2, 2018 at 5:00 pm
VISTA CSA Coordinator service date begins Monday, August 20, 2018.