



**MidTown Cleveland, Inc.**  
**Job Description**  
**AmeriCorps VISTA**

**Overview:** MidTown Cleveland, Inc. (MTC) is seeking a self-motivated, resourceful, and personable AmeriCorps\*VISTA member to join our team. The **MidTown VISTA** will help sustain Cleveland's renaissance and economic growth by creating access for Cleveland residents to job opportunities in a historically disadvantaged area in the urban core. The primary goal of MidTown's Hire Local project is to expand economic opportunity by facilitating partnerships with employers, local service agencies, community groups and workforce development partners to support a community wide effort towards building pathways to meaningful career opportunities for the residents in MidTown.

The VISTA will expand on the Hire Local strategy and community organizing plan to empower area residents with social capital, expanding their networks to nearby opportunities and reducing their transportation burden. In conjunction with MTC's Economic Development team, the VISTA will develop action plans to implement Hire Local pilot programs with select employers and build relationships with community members in MidTown and the surrounding neighborhoods. The VISTA will provide our organization with a clear path forward to operationalizing a Hire Local strategy. The desired end result is poverty reduction by empowering residents and expanding access to employment that offers meaningful career projection and wage growth within MidTown and the Health-Tech Corridor.

**About the AmeriCorps\*VISTA program:** VISTA members are passionate and committed to their mission to bring individuals and communities out of poverty. Members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. The focus their efforts to build the organizational, administrative, and financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and otherwise assist low-income communities. The program is administered by the Ohio CDC Association (OCDCA), a statewide membership organization of Community Development Corporations (CDCs).

**Job responsibilities.** The candidate must have the skills and experience to perform the following duties.

- Refine the MTC Hire Local strategy through research and program development
- Plan and implement a series of MTC Hire Local pilot programs to increase residential access to new job opportunities
- Network and build relationships with area businesses and identify skills gap in local workforce
- Regularly update the MTC online job board and provide a monthly analysis of the job database to track emerging jobs and employers in the neighborhood
- Work in partnership with MTC Community Engagement Manager to keep community members informed of job training resources and available career opportunities and wrap around support
- Build a comprehensive asset map of workforce development programming in Cleveland and identify any barriers to access that might exist for residents
- Leverage the success of the Health-Tech Corridor to advocate for industry-specific, high-demand health and technology workforce development programming that connects residents to meaningful living wage career opportunities within the neighborhood



- Develop and implement a communication plan with workforce organizations and area community organizers to disseminate information regarding employment opportunities
- Attend and staff MTC programs, volunteer days, and community events
- Compile required reports as directed by the AmeriCorps program
- Perform other duties as assigned

**PRIMARILY INTERFACES WITH:** MidTown Cleveland, Inc. staff, community members and residents, companies in various sectors, nonprofit and workforce organizations, public servants and agencies, community development professionals. Reports to MidTown’s Health-Tech Corridor Project Manager.

## QUALIFICATIONS

### Experience

- Experience with and knowledge of and/or planning, workforce and economic development strongly preferred
- 1-2 years work experience preferred
- Prior leadership, volunteer and/or internship experience with a nonprofit organization

### Education

- Bachelor or Master’s degree in sociology, social work, communications, urban planning and development, economics or related field or equivalent work experience

### Personal Characteristics

- Passionate, energetic, and interpersonal leader
- Self-starter, resourceful, learner, networker and accountable for results
- Excellent time management and ability to manage and execute a project
- Creative approaches toward problem solving
- Works independently and in a team environment
- Understands the connection between economic development and community development with an equity lens

**OTHER:** This is a full-time position requiring at least 37.5 hours of work. Must have reliable transportation. Must be comfortable working in various settings including industrial businesses and residential communities and with diverse groups of people.

**COMPENSATION AND BENEFITS:** In accordance with the **VISTA program and benefits description on page three and four of this job description.**

Applications will be reviewed on a rolling basis until April 1<sup>st</sup> 2019 or until the position is filled. Please submit a resume and cover letter by email to [Max Upton, Health-Tech Corridor Project Manager at mupton@healthtechcorridor.com](mailto:Max.Upton@healthtechcorridor.com) with the position in the subject line.

**MIDTOWN.** MidTown Cleveland, Inc. is a 501(c)(3) economic and community development corporation that serves a two-square mile on Cleveland’s east side. Supported by area businesses, institutions and individual stakeholders, MidTown Cleveland, Inc., leverages our diverse assets to develop a dynamic neighborhood that unites the city’s downtown and innovation districts.



**VISTA**  
Volunteers In Service To America

### **What is the Ohio CDC Association?**

The Ohio CDC Association (OCDCA) is a statewide membership organization of Community Development Corporations (CDCs) that engages in capacity-building, advocacy and public policy development to foster socially and economically healthy communities. OCDCA developed its legacy of capacity building throughout the last 21 years, in partnership with the AmeriCorps VISTA program in order to create a community development environment that comprehensively improves the life opportunities for Ohio residents

### **What is AmeriCorps VISTA?**

AmeriCorps\*VISTA members are passionate and committed to their mission to bring individuals and communities out of poverty. Members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. They focus their efforts to build the organizational, administrative, and financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and otherwise assist low-income communities.

### **BENEFITS**

#### **MONTHLY LIVING ALLOWANCE**

- VISTAs will receive the cost of living in their area. This works out to be \$1026 dollars before taxes. The amount varies depending of if the service site is in a rural location versus urban.
- Ohio CDC Association VISTAs are paid twice a month. The schedule is on the 15<sup>th</sup> day and the last day of the month.

#### **END OF SERVICE STIPEND – if not choosing education award**

- Accrues at the rate of \$125 per month for 12 month

#### **EDUCATION AWARD – if not choosing end of service stipend**

- This award is in the amount equivalent to the Federal Pell Grant, which is about \$5,815
  - There are two types of education benefits to members who choose the AmeriCorps Education Award:

- An education award in the form of a voucher (it is not cash) that can be used to pay for higher education (degree or nondegree) or to repay eligible student loans
- A postponement of payments on federal student loans during the time served in AmeriCorps VISTA (called a forbearance)

#### RELOCATION ALLOWANCE

- Members serving a 12-month term and moving from their home of record to their project site are eligible to receive a relocation allowance. The amount, which may not exceed \$550

#### HEALTH CARE SUPPORT

- AmeriCorps VISTA Members are required to maintain their own health insurance, in compliant with the ACA. For these members, their only health care option through AmeriCorps VISTA is the Healthcare Allowance.
- The AmeriCorps VISTA Healthcare Allowance helps cover eligible out-of-pocket expenses. These include: an annual deductible, coinsurance, copayments for qualified medical expenses, and similar charges for qualified medical payments. The allowance may not be used to for any other purpose, including paying for other healthcare coverage premiums or expenses from non-essential healthcare services. The allowance can cover up to the maximum limit specified by the Health Insurance Marketplace. For VISTA Members who began their service in 2015, the maximum that a Member could receive was \$6,600.
  - **The AmeriCorps VISTA Health Benefits Program is not an insurance policy.**
- In rare occasions, AmeriCorps VISTA Members may be exempted from the ACA's health insurance requirements. Individuals who may qualify for exemptions are those who have very low income, members of federally recognized tribes, and certain hardship other situations. Additional information regarding exemptions from the ACA's requirement is available here:
  - <https://www.healthcare.gov/health-coverage-exemptions/exemptions-from-the-fee/>
    - In these cases, Members may enroll in the AmeriCorps VISTA Health Benefit Plan. The plan covers expenses for most emergency, medical and surgical costs, hospitalization and prescription drug needs a Member may have during their service term. It is not considered ACA-compliant coverage.
- Additional information regarding the healthcare options through AmeriCorps VISTA, and how Members can sign up for them, is available on the VISTA Campus: [http://www.vistacampus.gov/sites/default/files/VISTA\\_Healthcare\\_FAQ\\_8\\_7\\_2015.pdf](http://www.vistacampus.gov/sites/default/files/VISTA_Healthcare_FAQ_8_7_2015.pdf)

#### CHILD CARE SUPPORT

- AmeriCorps VISTA offers child care benefits to members who qualify. The maximum amount of child care assistance a member can receive is \$400 per child per month.
- Child Care Assistance is paid directly to the child care provider.
- Child Care Assistance paper can take a few months to process and for the benefits to start. Assistance will be retroactively paid to child care provider for the time it took to process paperwork once everything is processed. .