



**Full-time Service Opportunity  
with  
Chinatown Service Center**

Chinatown Service Center and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as an Assistant Financial Counselor. We are recruiting a full-time AmeriCorps member to be a part of our team for 10 months. The position will remain open until filled. The exact start and end date of the contract position is confirmed by the Member Agreement of Participation that will require signature prior to the start of service. This is an AmeriCorps position and the individual selected to serve is not considered to be an employee of Chinatown Service Center or LISC.

**WHAT WE DO**

Founded in 1971, Chinatown Service Center (CSC) is the largest Chinese American community organization in Southern California. CSC's mission is "to provide outstanding services and advocacy that promote better quality of life and equal opportunity for immigrants and other communities." Our vision calls for actions that foster "thriving lives and empowering the community," and the activities that flow from here include the following service lines: (a) a comprehensive Family Service and Youth Center which provides social services and case management for families, youth leadership development, academic mentoring, college preparation, youth work readiness, consumer education, and senior services; (b) a Community Economic Development Department offering in-language technical assistance to small businesses, financial education classes, one-on-one financial counseling to individuals and families, and affordable housing at two sites (Casanova Gardens and Cesar Chavez Gardens); and (c) the Federally Qualified Health Center (FQHC) which provides medical care, dental services, and behavioral health counseling across the lifecycle for residents regardless of their ability to pay. CSC's programs are unified by the agency's goal to promote health, dignity and well-being for underserved communities and limited English speaking immigrants. CSC is headquartered in the historic Chinatown neighborhood of the City of Los Angeles with satellite locations in Chinatown, Alhambra, San Gabriel, and Monterey Park. Client services are provided in their primary language – major Chinese dialects, Vietnamese, Khmer, Spanish and English. As a multi-service organization that provides culturally competent services to low-income, immigrant and limited English proficient residents in Los Angeles County and its surrounding counties, CSC serves over 18,000 unduplicated clients through all programs combined annually.

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families. Over the last 40 years, LISC and its affiliates have invested approximately \$24 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC's reach spans the country from the East Coast to the West Coast in 36 urban markets from Buffalo to San Francisco and 2,400 Rural counties. Visit us at [www.lisc.org](http://www.lisc.org) to learn more.

**YOUR ROLE AND RESPONSIBILITIES AS AN AMERICORPS MEMBER**

This is an AmeriCorps position and as such, the member may not engage in prohibited activities as part of his/her/their service. The member will have an immediate supervisor at Chinatown Service Center and a LISC

**MEMBER SIGNATURE:** \_\_\_\_\_

point of contact throughout the term of service for coaching, mentoring, and training support in order to undertake activities to achieve a community goal.

The member is expected to undertake the following activities toward goal achievement:

- Provide intake and financial well-being assessment and comprehensive case management for clients who need support in financial coaching to increase income, reduce debt, and improve credit
- Develop effective, trusting relationships with clients, focusing on attaining financial stability for families
- Explain program services and eligibility to potential clients
- Maintain detailed case files
- Event and training coordination, including identifying and collaborating with qualified speakers and exhibitors. Providing logistical support such as setting agendas, site scouting, selection, and other tasks as needed
- General outreach, including flyering, digital marketing, and attending in person events in support of financial literacy and VITA program

Attend trainings and seminars to increase work knowledge, and then creating documentation to preserve and share the information

In performing these activities, Chinatown Service Center and LISC AmeriCorps anticipate that the person in this position will achieve the following goal(s):

- Provide 100 clients with financial coaching services where 50 clients will indicate improved financial literacy or financial position as a result of the aforementioned activities

In order to meet the goal(s), the successful candidate will be provided with a work-plan at the onset of service and training needed to achieve the goal(s). Progress toward goal attainment will be measured monthly through an on-line system and training will be provided.

### **OTHER SERVICE REQUIREMENTS**

Members are required to track time and submit on-line timesheets twice per month. They are also required to submit a monthly report through the same system (training will be provided). The person selected for this position will perform his/her/their day to day service at the partner site and serve on average 40 hours per week. Normal service hours are Monday – Friday from 8:45 am – 5:15 pm with 30 minutes for lunch per day. It is expected that the person will be flexible as oftentimes service requires some evenings and weekends.

Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending onboarding sessions coordinated by LISC;
- Attending a national leadership conference in the spring of 2022;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in at least two team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week); and,
- Engaging in any other LISC events as determined by the local LISC office.

### **SKILLS NEEDED**

- 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
- Computer skills

- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)
- Bilingual (English/Spanish) required
- Desire to constantly learn

### **PROGRAM ELIGIBILITY REQUIREMENTS**

To be eligible to participate as a LISC AmeriCorps member the candidate: (1) must not have previously resigned from a LISC AmeriCorps position; (2) be able to earn at least 74% of the education award for this position; and (3) if having previously served, been exited with satisfactory service from a prior term.

The candidate will also need to meet all AmeriCorps eligibility requirements including but not limited to:

- Be at least 17 years of age (there is no upper age limit)
- Possess unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by AmeriCorps during the pre-enrollment period
- Meet the National Service Criminal History Check Requirement noted below

### **NATIONAL SERVICE CRIMINAL HISTORY CHECK REQUIREMENT**

If a candidate has a criminal record, it does not necessarily make him/her/them ineligible for service. LISC does not disclose any results with the host site and will discuss any eligibility concerns that may arise directly with the candidate as per LISC's policy.

Candidates being offered and accepting this AmeriCorps position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. LISC should receive the results from all checks *at least one week prior* to the first day of proposed service. The person must be cleared for service by LISC prior to the first day of service.

A candidate may not be considered eligible for service in instances where he/she/they: (1) are subject to registry on the National Sex Offender Public Website (NSOPW); and/or (2) has been convicted of murder; and/or (3) has a non-resolved/non-adjudicated criminal offense.

### **PROGRAM BENEFITS**

Upon successful completion of the full term of service, the member will be eligible for a \$6,345 education award to pay off existing, eligible student loans or return to school. Members are eligible to place qualifying, existing student loans (not in default) into AmeriCorps forbearance. The position pays a total stipend of \$20,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is required. A health care benefit is available for the participant only. For members with children under the age of 13, there is a child care subsidy benefit available which is dependent on the participant meeting all eligibility requirements (This benefit is administered by a contracted provider via the AmeriCorps Agency).

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>.

### **HOW TO APPLY:**

Candidates should send a resume via email to Jon Lin at [jlin@cscla.org](mailto:jlin@cscla.org). The subject line should read AmeriCorp Assistant Financial Counselor - [Full Name].

The candidate selected for this position will complete an account set up and on-line application via the My AmeriCorps Portal located here: <https://my.americorps.gov/mp/login.do> as well as intake forms via a secure system.

LISC AmeriCorps and Chinatown Service Center are committed to diversity and inclusion in the selection process.

*LISC AmeriCorps is available to everyone eligible to serve.*

*We treat all persons without regard to race, color, religion, creed, gender, sexual orientation, gender identity, national origin, ancestry, citizenship status, age, marital status, veteran status, disability, genetic information, or any other characteristic or status protected by applicable federal, state or local law.*