



AmeriCorps Member

Position Description
Community Foundation of Elkhart
County

Summary

The Michiana Area Council of Governments is seeking to fill multiple AmeriCorps member service positions, including one or more members serving with the Community Foundation of Elkhart County on the Connect in Elkhart County initiative.

Member Position/Title: Active Transportation Member

Member Immediate Supervisor: Brittany Short, Project Director, Connect in Elkhart County

Starting Date: Flexible, approximately May to August 2023

Days / Hours of Service: Monday – Friday; some evening & weekend assignments.

Benefits: AmeriCorps service includes a living allowance of up to \$22,000, an educational award of up to \$6,495 per full-time service year, and loan deferment and interest forbearance on federally-guaranteed student loans. Benefits include medical, dental, and vision insurance coverage, professional development opportunities, and exclude retirement contributions. Incentives can be earned at the beginning and end of the service term 1) to provide funds upfront to secure housing or other needs at the start of the service term and upon successful completion of the term 2) to support the member's transition from the program to their next step, whether that is continuing education or preparation for a new job.

Service Site – Community Foundation of Elkhart County

Address: 240 East Jackson Blvd, Suite 104, Elkhart, IN 46516

Organization Mission and/or Goals:

The Community Foundaton of Elkhart County's mission is to improve the quality of life in Elkhart County by inspiring generosity. The Community Foundation is committed to integrity, inclusion, excellence, and collaboration. The Community Foundation desires to be a trusted partner with community members, civic leaders, and not-for-profit organizations to provide high-impact programs and services benefitting the broadest possible constituency.

Connect in Elkhart County is an initiative spearheaded by the Community Foundation that aims to build a movement and coalition around a robust network of trails, unlocking economic development and growth. The project aims to build infrastructure that works for recreation, transportation, and economic development to better connect communities within the county and connect the county to its region.

Essential duties and responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The Member will:

- Assist Community Foundation staff in implementing the short-term strategies in the Connect in Elkhart County work plan
- Support staff in conducting robust community education and outreach
- Organize volunteer-powered trail maintenance events
- Support summer biking events in various capacities
- Coordinate on on-going planning or study efforts with relevant partners
- Serve to build capacity in our region through AmeriCorps at MACOG with a driving force of environmental stewardship and economic resiliency
- Participate in AmeriCorps trainings, team-building events, and reflection activities

Minimum Training and Experience:

- High school degree or equivalent / GED
- Any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

Minimum Physical and Mental Abilities:

- Ability to exert physical effort in moderate activities involving routine stooping, kneeling, crouching, and reaching
- Ability to lift and carry objects weighing up to 50 pounds

Language Ability and Interpersonal Communication:

- Ability to communicate effectively and possess basic conflict resolution skills and experience or willingness to improve public speaking skills
- Bi-lingual or conversational in Spanish preferred
- Ability to perform effectively and independently
- Knowledge of computer and software programs, i.e. Word, Excel, Google Doc., etc.
- Ability to operate successfully alone and within groups

Environmental Adaptability:

- Ability to serve effectively in an office environment and in diverse natural settings under a range of weather conditions

Service Hours:

- Generally Monday through Friday, flexible depending on whether the member is serving full-time or part-time
- Dependent on season and scheduled public outreach activities, including some weekends or evenings