Northern Initiatives and Local Initiatives Support Corporation are seeking a summer only AmeriCorps member to serve as a Loan Services Coordinator. The candidate will ideally begin service on July 1, 2020 and serve a minimum of 300 hours through the end of his/her/their term on September 30, 2020. The exact start and end date is confirmed by the Member Agreement of Participation. The individual selected to serve is not considered to be an employee of Northern Initiatives or LISC.

**DESIRED SKILLS**
- Extensive experience with Microsoft Excel is required
- Experience with Microsoft Power Point and Word
- Experience with Salesforce CRM and WordPress
- Ability to work independently and in a team environment
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)

**PROGRAM ELIGIBILITY REQUIREMENTS**
To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Be eligible to earn 100% of the education award associated with this description
- Be eligible to perform the term of national service associated with this description
- Have unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by CNCS during the pre-enrollment period
- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no upper age limit)
- Be able to complete at the hours within the timeframe of the service term and serve the full term

**AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**
Northern Initiatives provides knowledge building services to each loan customer through a process called blended learning. This process couples the use of Initiate (online entrepreneur portal) with face-to-face coaching. Given the current pandemic and associated social distancing requirements, the online learning options provided through Initiate are all the more relevant today. Understanding the impacts from the use of Initiate and the blended learning approach on NI’s growing client portfolio is the goal the AmeriCorps member position.

Specifically, the activities the AmeriCorps member will undertake include the following:
1. Support the Business Services Team by gathering data, analyzing customer sites, and providing summaries to assist the coaching team
2. Prepare monthly reports that track the status towards goals for NI’s client base
3. Analyze the impact of the business services provided to the loan performance, longevity, and financial success of NI’s customers
4. Conduct data analysis for reporting to Northern Initiatives stakeholders
5. Assist with data collection and management in Salesforce CRM
6) Support the management and integrity of the content in Initiate to ensure resources are relevant and accurate
7) Analyze data and present results to NI and the ILC
8) Support the communication and administration of the ILC

PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS
This is an AmeriCorps position. LISC and Northern Initiatives will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member. Members will be provided with goal(s) at the onset of the service assignment based on the activities and responsibilities noted above. Members will track goal attainment monthly through an on-line system (training provided). Members will also discuss professional performance in the form of a mid-term and final appraisal. Members are required to track time and submit on-line (training provided) timesheets twice per month.

Members will perform day to day service at Northern Initiatives and serve 25-30 hours per week. Normal service hours are Monday – Friday from 9:00 am – 4:00 pm with 60 minutes for lunch per day. There will be opportunities to serve evenings and weekends. Members will have an immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and Northern Initiatives.

Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:
- Attending a local onboarding session coordinated by LISC and an onsite orientation to our organization;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in team coordinated service projects; and,
- Engaging in any other LISC events as determined by the local LISC office.

ORGANIZATION BACKGROUNDS
Northern Initiatives is a nonprofit Community Development Financial Institution (CDFI) that provides loans and business services to entrepreneurs and small business owners who create jobs and enable the communities of Michigan and Northern Wisconsin to thrive. Since 1994, NI has provided 1,229 loans totaling over $75 million and helped to create or retain over 5,600 jobs.

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 38 years, LISC and its affiliates have invested approximately $20 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. Visit us at www.lisc.org

NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT
If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of murder may not participate as an AmeriCorps member in any national service program. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. All results must be received and reviewed by LISC at least two weeks prior to the first day of proposed service. Candidates must be cleared for service by LISC prior to the first day of service. LISC will review and discuss with the candidate any concerns with eligibility that may arise as a result of these checks as per LISC’s policy.
PROGRAM BENEFITS
Upon successful completion of the term of service, the member will be eligible for a $1,289.95 education award to pay off existing, eligible student loans or return to school. Members are eligible to place existing student loans (loans must qualify and not in a state of default) into AmeriCorps forbearance. The position pays a total stipend of $3,000. The stipend is taxable and paid in six equal checks from Northern Initiatives.

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.

We are committed to diversity and inclusion in the selection process. This program is available to all, and 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.