



Position Title: **AmeriCorps Member (Economic Opportunity Coaching Program)**
Position Type: Full-time and Half-time Positions - 1 year-long commitment
Department: Human Services
Reports To: AmeriCorps Program Manager
Location: Lansing (Capital Area Michigan Works!/Greenhouse/Riverside), Grand Rapids & Charlotte.
Prepared By: AmeriCorps Program Manager
Prepared Date: 7/13/2016

SUMMARY

Peckham's AmeriCorps program is a year-long service commitment; it is an excellent opportunity to gain valuable professional development at a national award-winning organization, recognized for its achievement in providing exceptional vocational rehabilitation, creating inclusive cultures and building a quality workplace for employees. AmeriCorps members serving through the Economic Opportunity Coaching Program will provide individualized coaching to clients with disabilities and other barriers to employment to help them achieve and maintain economic stability. Full-time and half-time members will provide coaching to clients in the areas of financial literacy and employment-related skills. Members will provide support to clients in class, and in individual coaching sessions outside of class. Members will provide individualized coaching for clients participating in Peckham's financial literacy classes; including budgeting, money management, credit education, identity theft & fraud, asset building, retirement planning and other various financial topics. Members will also provide coaching in the area of employability skills and provide resume and cover letter writing, interview preparation, professional image coaching, basic adult literacy and other skill-building topics.

Responsibilities include the following:

1. Provide comprehensive coaching to clients, including individualized goal setting, assistance in competing assignments and integrating teachings into everyday life to help people improve their economic stability.
2. Communicate verbally and in writing with Peckham staff regarding clients' progress in meeting their individualized goals.
3. Collaborate with community partners to coordinate on-site classes and link clients with community services.
4. Provide support to clients experiencing crisis by connecting them to emergency resources as needed.
5. Coordinate and participate in Michigan's AmeriCorps and National Days of Service activities and events.

Desired Skills:

1. Excellent communication, organizational, planning, and interpersonal skills

2. Ability to maintain confidentiality of personal information
3. Ability to work independently and as a team player
4. Customer Service focused and ability to foster teamwork
5. Computer proficient with MS Office Word, Power Point, Excel and other office business tools

Benefits of National Service

1. An annual living stipend of \$12,530 (total, pre-tax) paid-out bi-weekly in even amounts (for full-time members)
 - a. \$6,633 living stipend (total, pre-tax) for half-time members
2. Standard AmeriCorps Member health care coverage (full-time members)
3. Income-eligible childcare assistance
4. Ongoing professional development, training and networking opportunities
5. Forbearance on qualified student loans
6. Education Award of \$5,730 to pay for college, graduate school, or to pay back qualified student loans (pending completion of a minimum of 1700 hours of service over a 12 month period for full-time members)
 - a. \$2,865 Education Award for half-time members (pending successful completion of 900 hours of service over a 12 month period)

Must have access to reliable transportation, enjoy cultural diversity and have a commitment to community service.

To apply, please send a resume and cover letter indicating the position of interest to James Madaski at jmadaski@peckham.org.

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EOE-Embracing Diversity to Achieve Excellence

