DIRECT SERVICE

The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages and backgrounds in direct service to strengthen communities, address critical needs, and increase volunteerism.

CAPACITY BUILDING

In addition to providing direct service, Corps members build capacity, and recruit, organize, and mobilize additional volunteers, thus creating a grassroots movement of volunteers dedicated to service and volunteerism.

WWW.MASS-SERVICE.ORG/CC

WHAT WE DO

The Commonwealth Corps is a state-funded service internship program that places full- and half-time members at nonprofits across the Commonwealth in the areas of education, workforce development, health and nutrition, and youth development and violence prevention.

WHAT YOU DO

Corps members serve for 10.5 months from mid-August through June. The program has a dual focus on members' positive impact on their organizations and communities, and on members' own growth and professional development.

WHAT YOU GET

Corps member receive a modest living stipend, monetary completion award, health insurance (full-time members only), member assistance program, professional development and training sessions, the opportunity to join with others in a common sense of purpose, and more!

Visit bit.ly/JoinCommCorps or contact us at commonwealthcorps@gmail.com | 617.542.2544

Commonwealth Corps
Service Internship Position Description

Central Berkshire Habitat for Humanity
Commonwealth Corps Community Outreach Coordinator

The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages and backgrounds in direct service to strengthen communities, address critical community needs, and increase volunteerism. By taking on a year of service, you can positively impact your community while gaining skills and experience.

The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports 17 host site partners and 43 members to find success throughout the program year. The two Commonwealth Corps members with Central Berkshire Habitat for Humanity will serve 10.5 months in a full-time capacity. They will join a corps of members across Massachusetts who share a common desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

Central Berkshire Habitat for Humanity's (CBHFH) Neighborhood Revitalization team is engaged in multiple community-based projects and initiatives aimed at improving the quality of life of residents in the historically disadvantaged areas of Pittsfield, the Westside and Morningside neighborhoods. Commonwealth Corps members will add to our collective capacity to strategically engage community residents in discussions about obstacles to economic opportunity and connect residents to job search and workforce development programs. The Commonwealth Corps Community Outreach Coordinators (COC) will be a connecting resource between residents and nonprofit agencies, assisting our staff and coalition partners with the development and improvement of existing programming, as well as recruitment and outreach to improve the upward economic mobility of community residents. COCs will receive extensive training in community engagement and planning, training facilitation, and more from the Neighborhood Revitalization Director, who is an experienced community organizer.

Responsibilities:

Essential

- Complete a minimum of 1,500 hours of service from August 17, 2020 through June 26, 2021.
- Attend all required Commonwealth Corps trainings and service events held by the MSA (minimum of 6 total, post orientation) and CBHFH, including a new member orientation on August 17 & 18, 2020.
- Participate in a minimum of 1 hour of MSA-approved professional development-related activities each week (in person or virtually).
- Assist CBHFH in the creation and distribution of fliers that speak to the community. COC's will be in the neighborhoods making direct contact with individuals and bringing new programing releases to the community.
- Assist CBHFH in the recruitment of community residents to enroll in available job training programs and support residents in completion and retention of workforce placements.
- Engage residents in preparation workforce opportunities i.e. interviewing, online job applications, workforce etiquette, and post-employment support.
- Help mobilize residents as change agents for their community by co-facilitating Getting Ahead Workshops and the Leadership Academy, in partnership with CBHFH staff and fellow COC.
- Recruit and support resident volunteers to become involved in neighborhood planning and supporting some of the community projects that will emerge, such as the community food incubator project.
- Help identify and build relationships with community leaders through the creation of a community engagement plan, with support from the Neighborhood Revitalization Director.

- Attend and participate in three community meetings a month where you would encourage resident attendance, bring lived resident experience perspective to the meeting, and share firsthand accounts of what is happening on the ground in real time. Once trained, you may co-lead some meetings.
- Test SMARTSHEET by using it as the data collection system during community outreach exchanges that allows for improved strategic deployment of programming.

Marginal

- Connect community residents to available housing, childcare, health and safety resources
- Participate in relevant CBHFH meetings, functions and workshops
- Social media presence

Qualifications:

Required

- Massachusetts residency (must be able to provide proof of current MA address) and legal authorization to work in the United States
- 18 years of age or older
- Experience with or interest in volunteerism and community engagement
- Ability to balance service commitment with other family/work/school/community commitments in a sustainable way
- Experience conducting community outreach
- Eagerness to service collaboratively as part of a team
- Strong familiarity with the communities in which you would be serving
- Willingness to increase professional skills (i.e. Word, Excel, PowerPoint, Smartsheet)
- Willingness to grow in leadership through training

Preferred

- Spanish Language proficiency
- Comfort with technology

Member Benefits:

- **Stipend** of $800 semi-monthly while in service, up to $16,800, minus taxes and withholdings;
- **Health insurance** (no monthly contribution; individual coverage only);
- **Member assistance program**, including unlimited, confidential, 24/7, phone counseling services and up to three free, in-person counseling sessions, plus a lot more;
- **Completion award** of up to $3,000 upon successful completion of service, minus taxes and withholdings;
- **Reimbursement for outside training** or professional development opportunities relevant to member's service and/or goals (Up to $100; Dependent on approval from MSA)
- **Additional training and other professional development** opportunities;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies;
- The opportunity for at least 10 days of planned absences (may include holidays); and
- Opportunity to join with others with a common sense of purpose as part of the Commonwealth Corps.

Please note that receipt of these stipends/benefits may impact an individual's eligibility for certain public benefits.

Term of Service:

- **Position Start Date**: August 17, 2020
- **Position End Date**: June 26, 2021
- Service commitment will average 38-40 hours per week during the following days/times: Monday – Friday; 8:30 am – 4:30 pm with a minimum of 10 evening and weekend hours per month based on community schedule. Service schedule will be co-created with COC and NR Director at the beginning of the month to give maximum flexibility while reaching the intended populations.

Application Instructions:

- To apply, submit a cover letter and resume to Dubois Thomas at NRCommunity@berkshirehabitat.org. Applications will be accepted on rolling basis, with preference given to candidates who apply by April 15, 2020.

Accepted members will be required to undergo a criminal history check.

Central Berkshire Habitat for Humanity will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. Central Berkshire Habitat for Humanity welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.