



Commonwealth Corps Service Internship Position Description



Central Berkshire Habitat for Humanity Community Navigator Network
Commonwealth Corps Service Enterprise Navigator

The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages, backgrounds, and identities in direct service to strengthen communities, address critical needs, and increase volunteerism. Through hands-on experience, Commonwealth Corps members gain professional skills and valuable knowledge while positively impacting diverse communities in our state.

The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports host site partners and members to find success throughout the program year. The 3 Commonwealth Corps members with Central Berkshire Habitat for Humanity will serve 10 months in a full-time capacity. They will join a diverse corps of members across Massachusetts who share a common desire to discover their passion and build their network in service to 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 Berkshire County. Commonwealth Corps members will serve to 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 Navigators will be the 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. As trusted community members, they will also help mobilize residents as change agents for their community and have a 'seat at the table' to ensure that resident voice is represented.

What You'll Do:

Essential Responsibilities:

- Complete a minimum of 1,500 hours of service, serving through June 24, 2023.
- Attend a minimum of 6 Commonwealth Corps trainings and service events held by MSA post orientation.
- Participate in a minimum of 1 hour of MSA-related activities each week. This may include filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Assist CBHFH in the Implementation of the Volunteer Service Enterprise Action Plan:
 - Test and assess the elements of the plan to ensure successful volunteer engagement.
 - Assist CBHFH to expand the volunteer program county wide by recruiting, assessing, screening, and training volunteers.
 - Assist CBHFH in volunteer orientation, appreciation and recognition activities.
 - Support volunteers that would assist community residents to enroll in available job training programs and support residents in completion and retention of workforce placements.
 - Collect volunteer feedback and data that allows for improved continuous volunteer programming improvement.
 - Supervise, manage and support volunteers as they support residents seeking economic and workforce opportunities.
 - Train volunteers to assist and connect community residents to available housing, childcare, health and safety resources.

Marginal Responsibilities:

- Participate in relevant CBHFH meetings and training sessions
- Attend and participate in three community meetings a month (Zoom until Safe to hold in person meetings).

- Support workshops and resident training events.
- Support the Volunteer Income Tax Assistance Program.
- Be a part of the greater Commonwealth Corps community, including participating in cross-site learning groups, writing a short profile for the CC newsletter, connecting with other members on our online platforms, and attending optional social/service events.

Who You Are:

You must be:

- A Massachusetts resident ([see guidelines here](#)) with legal authorization to work in the U.S.
- 18 years of age at minimum (member age range is 18 – 70+ years old)
- Excited to give back to your community and interested in developing your skills and gaining new professional experiences
- Able to balance service internship commitments with personal commitments in a sustainable way
- Experienced conducting community outreach
- Eager to serve collaboratively as part of a team
- Strongly familiar with the communities in which you would be serving
- Willing to increase professional skills (i.e., Word, Excel, PowerPoint, Smartsheet, Zoom)
- Willing to grow in leadership through training.

It would also be great if you:

- Are comfortable with technology
- Speak a language other than English – Spanish Preferred
- Are a person with lived experience similar to those served by CBHFH programs
- Make people feel comfortable and are friendly and open to connecting with neighbors
- Are a good listener and like to solve problems
- Want your voice heard at decision making places

What You'll Get:

- **Stipend** of \$1,100 semi-monthly while in service, up to \$23,100, minus taxes and withholdings;
- **Health insurance** (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 \$4000 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)
- **Extensive training from MSA with a diversity, equity and inclusion focus and other professional development** opportunities;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- **Internet reimbursement** up to \$50/month while required to complete some service from home;
- Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies;
- **Mental Health/Personal Day** once per month counting towards 8hrs
- The opportunity for at least 10 days of planned absences (may include holidays, does not count towards hours requirement);

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 22, 2022
- **Position End Date:** June 24, 2023
- Service commitment will be 40 hours per week during the following days/times:
Monday –Friday; 8:30 am - 4:30pm with some evening and weekend hours based on community schedule, with two weeks' notice provided.

How to Apply:

- To apply, submit a cover letter and resume or complete application to Dubois Thomas at NRCommunity@berkshirehabitat.org by June 10, 2022.
- Early applications are encouraged as applications will be accepted on rolling basis, with preference given to candidates who apply by May 20th. Questions about this position can be directed to Dubois Thomas at NRcommunity@berkshirehabitat.org

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, ethnicity, religion, sex, gender, 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.