



Commonwealth Corps
Service Internship Position Description
Central Berkshire Habitat for Humanity
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 two Commonwealth Corps members with Central Berkshire Habitat for Humanity will serve 10 months full-time. 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 to improve residents' quality of life in historically disadvantaged neighborhoods. Commonwealth Corps members will add to our collective capacity to strategically engage community volunteers and residents in discussions about obstacles to economic opportunity and connect residents to job search, workforce development, and homeownership programs. The Commonwealth Corps Community Service Enterprise Navigator (CCSEN) will be a connecting resource between residents, volunteers, and nonprofit agencies, assisting our staff and coalition partners with developing and improving existing programming and recruitment and outreach to improve the upward economic mobility of community residents. As trusted community members, they will also help mobilize residents and volunteers 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 22, 2024.
- 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 include filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Assist CBHFH in expanding and automating the volunteer program county-wide by improving the volunteer processes.
- Assist with building the volunteer system, interview, and train volunteers and improve the volunteer recognition system.
- Assist, document and supervise the integration of Inclusion, Diversity, Equity, and Accessibility training with volunteers and homeowners.
- Recruit resident volunteers and identify three leaders within the neighborhood each quarter.
- Recruit and manage an increased number of home construction volunteers to support the increased home building demand.
- *Implement a new online volunteer registration and recognition software, that will increase efficiency in data collection, improve accuracy of data but most importantly, increase the volunteer experience.
- *Review satisfaction surveys and share recommendations for program improvement.
- Train volunteers to assist and connect community residents to available housing, childcare, health, and safety resources.
- Assist the IDEA Committee of the Board of Directors in creating and identifying Volunteer-focused IDEA training materials.
- *Assist the board in creating the plan, timeline and milestones for implementation of the trainings and evaluating success.

Marginal Responsibilities:

- Participate in relevant CBHFH meetings and training sessions.
- Support workshops and resident training events.
- Support the Volunteer Income Tax Assistance Program.
- Post volunteer pictures on social media.
- 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
- Friendly and outgoing and excited to work with people that are passionate about the communities we serve.

It would also be great if you:

- Are familiar with and committed to social justice and equity.
- Are a person with lived experience similar to those we served by CBHFH programs.
- Are comfortable with technology.
- Make people feel comfortable and are friendly and open to connecting with people.
- Are a good listener and like to solve problems.
- Value volunteering as a great way to build community.
- Have a vision for yourself that we can help you achieve.
- Speak a language other than English -- multi-lingual candidates encouraged to apply

What You'll Get:

- **Stipend** of \$1,200 semi-monthly while in service, up to \$25,200 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 if required by site;
- 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 21, 2023
- **Position End Date:** June 22, 2024
- Service commitment: 40 hours per week during the following days/times: Monday through Friday, with

occasional Saturdays and Evenings with 48 hours' notice. This is an in-person position.

How to Apply:

- To apply, please send your cover letter and resume to Careers@berkshirehabitat.org with the subject line "Commonwealth Corps Member. Include the following:
- Cover Letter answering the following questions:
 - **Why are you passionate about Habitat's Mission?**
 - **What in your life experience has prepared you to be an outstanding Habitat Commonwealth Corps member?**
 - **What connections do you have to the Westside and Morningside Neighborhoods?**
 - **What skills would you like to grow through your service term?**

Resume or Narrative, if you have a current resume please send that along, if not complete the application that can be found on our website at berkshirehabitat.org.

- Interest Early applications are encouraged as applications will be accepted on a rolling basis. Questions about this position can be directed to Beth Frederick, 413.442.3181x9

We think of our organization as a family and part of the broader community. At the core of it all, our approach is shaped by a strong respect for each individual. This applies to every aspect of member service – from fair stipends, working hours, and freedom of association, to equal opportunities for growth and development within the company. We see diversity and inclusion as central to our organization. This means that we stand up against discrimination and harassment wherever we operate.

At Central Berkshire Habitat for Humanity, we endorse the "open door principle," which gives every employee, volunteer, service member the right to discuss issues that matter to them directly with their leaders. Central Berkshire Habitat for Humanity is an equal opportunity employer that does not tolerate discrimination in the workplace.

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.