



**MidTown Cleveland, Inc.**  
**Job Description**  
**AmeriCorps VISTA**

**About MidTown.** MidTown Cleveland, Inc. (MTC) is a high-performing 30-year old 501(c)(3) non-profit community and economic development organization whose mission is to leverage MidTown’s diverse assets to develop a dynamic neighborhood that unites the city’s downtown and innovation districts. Inspired by changing dynamics in the neighborhood and an internal imperative to pursue racial equity and inclusion, MTC is pushing beyond its historic roots as a business chamber focused on “creating the highest quality urban business district in Northeast Ohio” to a focus on economic, urban, and community development that seeks to develop a dynamic neighborhood for all the people who live, work, and visit MidTown. The MidTown neighborhood has seen remarkable growth and transformation over the past several years as more businesses, nonprofits, residents, and institutions move to the neighborhood, stimulating development and helping change the area from a pass-through to a place. More information on MidTown is available at [www.midtowncleveland.org](http://www.midtowncleveland.org).

**Position Overview:** MidTown Cleveland, Inc. is seeking a motivated, resourceful, and personable AmeriCorps\*VISTA member to join our team. The **MidTown VISTA** will help sustain Cleveland’s renaissance and economic growth by creating access for Cleveland residents to job opportunities in an area disadvantaged by structural racism and inequitable policies. The primary goal of MidTown’s Hire Local project is to expand economic opportunity by facilitating partnerships with employers, local service agencies, community groups and workforce development partners to support a community wide effort towards building pathways to meaningful career opportunities for the residents in MidTown.

The VISTA will build off the work of prior VISTAs to expand on the Hire Local strategy and community organizing plan to empower area residents with social capital, expanding their networks to nearby opportunities and reducing their transportation burden. In conjunction with MTC’s Economic Development team, the VISTA will develop action plans to implement Hire Local pilot programs with select employers and build relationships with community members in MidTown and surrounding neighborhoods. The VISTA will provide our organization with a clear path forward to operationalizing a Hire Local strategy and transition to the operation of the Hire Local program to the MidTown team. The desired end result is poverty reduction by empowering residents and expanding access to employment that offers meaningful career projection and wage growth within MidTown and the Health-Tech Corridor

**About the AmeriCorps\*VISTA program:** VISTA members are passionate and committed to their mission to bring individuals and communities out of poverty. Members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. The focus their efforts to build the organizational, administrative, and financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and otherwise assist low-income communities. The program is administered by the Ohio CDC Association (OCDCA), a statewide membership organization of Community Development Corporations (CDCs).

**Job responsibilities.** The candidate must have the skills and experience to perform the following duties.

- Refine the MidTown Hire Local strategy through research and program development
- Network and build relationships with area businesses and identify skills gap in local workforce



- Work in partnership with MidTown community engagement manager to keep community informed of job training resources and available career opportunities and wrap around support
- Update the MidTown “job board” database to track labor demand and share career opportunities
- Build a comprehensive asset map of workforce development programming in Cleveland and identify any barriers to access that might exist for residents
- Leverage the success of the Health-Tech Corridor to advocate for industry-specific, high-demand health and technology workforce development programming that connects residents to meaningful living wage career opportunities within the neighborhood
- Develop and implement a communication plan with workforce organizations and area community organizers to disseminate information regarding employment opportunities
- Assist with organizing and planning community outreach events and Community Connections board committee meetings
- Assist in Community Teaching Kitchen programming and other neighborhood advisory committee meetings related to economic opportunity.
- Attend and staff MidTown programs, volunteer days, and community events
- Compile required reports as directed by the AmeriCorps program

**PRIMARILY INTERFACES WITH:** MidTown Cleveland staff, community members and residents, companies in various sectors, nonprofit and workforce organizations, public agencies, and community development professionals. Reports to MidTown’s Vice President of Economic Development.

## QUALIFICATIONS

### Experience

- Experience with and knowledge of planning, workforce and economic development strongly preferred
- 1-2 years work experience preferred
- Prior leadership, volunteer and/or internship experience with a nonprofit organization

### Education

- Bachelor or Master’s degree in sociology, social work, communications, urban planning and development, economics or related field or equivalent work experience

### Personal Characteristics

- Passionate, strategic, and interpersonal leader
- Self-starter, resourceful, learner, networker and accountable for results
- Excellent time management and ability to manage and execute a project
- Creative approach toward problem solving
- Works independently and in a team environment
- Understands the connection between economic development and community development with an equity lens

**OTHER:** This is a full-time position requiring at least 37.5 hours of work. Must have reliable transportation. Must be comfortable working in various settings including industrial businesses and residential communities and with diverse groups of people.



**COMPENSATION AND BENEFITS:** In accordance with the VISTA program and benefits description attached to this job description.

Applications will be reviewed on a rolling basis until April 21, 2020 or until the position is filled. Please submit a resume and cover letter by email to [ckelly@midtowncleveland.org](mailto:ckelly@midtowncleveland.org) with the position in the subject line.



**VISTA**  
Volunteers In Service To America

### **What is the Ohio CDC Association?**

The Ohio CDC Association (OCDCA) is a statewide membership organization of Community Development Corporations (CDCs) that engages in capacity-building, advocacy and public policy development to foster socially and economically healthy communities. OCDCA developed its legacy of capacity building throughout the last 25 years, in partnership with the AmeriCorps VISTA program in order to create a community development environment that comprehensively improves the life opportunities for Ohio residents

### **What is AmeriCorps VISTA?**

AmeriCorps\*VISTA members are passionate and committed to their mission to bring individuals and communities out of poverty. Members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. They focus their efforts to build the organizational, administrative, and financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and otherwise assist low-income communities.

## **BENEFITS**

### **MONTHLY LIVING ALLOWANCE**

- VISTAs will receive the cost of living in their area. This works out to be \$1040 before taxes.
- Ohio CDC Association VISTAs are paid twice a month. The schedule is on the 15<sup>th</sup> day and the last day of the month.

### **END OF SERVICE STIPEND** – if not choosing education award

- The end-of-service cash stipend is paid in your last two living allowance payments, and you can use it however you like. Federal income tax and Social Security (FICA) deductions are withheld from the stipend at the time of payment. If you select the stipend, you cannot switch to the education award. For members starting service on or after July 9, 2017 the daily accrual rate for members is \$4.94 (approximately \$1,800 for a full year of service.)

### **EDUCATION AWARD** – if not choosing end of service stipend

- The education award is equal to the maximum Pell Grant of the fiscal year in which you started your service. For members starting service on or after October

1, 2018, the value of the education award is \$6,095 for full year members. The award is in the form of a voucher (not cash) and can be used for future educational training and related expenses at Title IV schools, and/or to repay existing eligible federal student loans.

- You may use the education award for up to seven years after completing service. When you use any portion of the award during a particular year, it is considered taxable income in that year.

### **RELOCATION ALLOWANCE**

- Members serving a 12-month term and moving from their home of record to their project site are eligible to receive a relocation allowance for VISTAs relocating over 50 miles. The amount may not exceed \$750

### **HEALTH CARE SUPPORT**

The AmeriCorps VISTA program offers two healthcare benefits options to members, one for VISTA members who already have health insurance coverage and the other for those who do not.

VISTA members who have health insurance or other health coverage during their service term may enroll in the AmeriCorps VISTA Healthcare Allowance. This allowance is a reimbursement program that covers out-of-pocket costs associated with healthcare. Out-of-pocket expenses may include: your annual deductible, coinsurance, copayments, and other charges for qualified medical expenses and limited dental and vision services. The Healthcare Allowance will help offset these expenses up to \$7,900 in 2019. The Healthcare Allowance does not cover costs associated with purchasing insurance, costs for non-essential health expenses, or charges associated with dependents or other individuals covered under your healthcare plan.

VISTA members do not have healthcare coverage during their term of service are eligible to enroll in the AmeriCorps VISTA Health Benefit Plan. The plan is available to eligible members at no cost and covers eligible expenses for medical office visits, most lab and x-ray services, limited preventive care (e.g., an annual ob-gyn visit for women), limited dental and vision, medical emergencies, surgical and hospitalization expenses, and certain prescription drug costs. It does not cover pre-existing conditions or care for dependents, including your spouse.

In addition to enrolling in one of the health benefit options above, AmeriCorps VISTA members can access telehealth, sometimes referred to as virtual care, at no cost. Telehealth allows members to consult with board certified physicians, psychologists, social workers, and professional counselors via phone or video chat, at no cost to the member. For more information and to access this benefit, please visit: <https://americorpsvista.imglobal.com/my-benefits/connect-with-a-telehealth-provider>.

## **CHILD CARE SUPPORT**

If you have children under the age of 13, you may qualify for the VISTA program's childcare benefit. Your approved benefit rates will be your child care provider's rates or the maximum allowable rate in the state in which the child care is being provided (whichever is the lesser of the two). Eligibility is determined by three factors:

- Age of children: must be under 13 years of age.
- Total household income: All income of all family members living in the household is counted to determine eligibility. This includes any wages, SSI, TANF, public assistance, unemployment, child support or alimony. Your VISTA living allowance, however, is not counted in determining eligibility.
- Your state income limit: Each state sets a maximum income limit for eligibility for child care subsidies. If your family income is above this limit, you cannot receive child care benefits. Contact the program provider for more information.