



New Communities Program, East Garfield Park

Service Position Description

Title: AmeriCorps Member
Salary Range: Part-time 900 hours, September 2010 – August 2011
\$9,000 stipend and member will be eligible to receive a \$2,675 education award upon successfully completing service. No benefits.
Department: New Communities Program
Reports to: NCP Director
Date Prepared: August 2010
Background:

The Garfield Park Conservatory Alliance (GPCA) is a non-profit organization involved in a unique partnership with the Chicago Park District and a number of local and citywide organizations. The GPCA is dedicated to the revitalization of the Garfield Park Conservatory Campus and the communities it serves, particularly the East Garfield Park neighborhood. The New Communities Program (NCP) is a long-term comprehensive community development initiative overseen by LISC/Chicago in over 15 Chicago neighborhoods. Locally, hundreds of stakeholders have been involved in developing and implementing a plan to enhance the quality of life in the East Garfield Park community.

With the support of LISC/Chicago, the East Garfield Park, NCP is offering an AmeriCorps service position. The AmeriCorps Member (member) will intern part-time to strengthen a number of existing programs and activities. A one-year commitment is requested and candidates should have an interest in comprehensive community development.

Projects and Activities:

The member will recruit volunteers to participate in monthly working committee meetings focused on implementing the May 2005 Quality of Life Plan for East Garfield Park. The member will be responsible recruiting existing volunteers and increasing each committee's volunteer base by identifying new potential volunteers.

The member will support the Garfield Park Housing Center by working with local tenants to address issues they face with their rental property. The member will work closely with the Metropolitan Tenants Organization's organizer to oversee office duties.

The member will be responsible for helping to organize and implement annual special events. The annual garden tour, neighborhood clean-up events, tulip give away, college fair/tour and the seasonal farmers' market

The member will work with staff and partner organizations to increase community awareness by developing and promoting property management training workshops, tenants' rights workshops, report card pick-up days and health awareness informational sessions

The member will help local block clubs and garden groups formally register with the City and various departments to ensure they have access to specials programs and assistance. Plus, help support local block clubs and their efforts

The member will help with the summer 2011 youth employment public art project. The member will assist the staff to identify a site, develop the project budget, and support both the artist and local teens working on the public art project

The member will help implement activities and initiatives associated with the recent retail plan for Madison St.

Other duties as assigned by the NCP Director

Qualifications:

Candidate should have course background or work experience in community development and/or urban planning. Bachelor's degree from four year college or university preferred. Position requires sensitivity to community issues. Candidate should possess excellent interpersonal skills, strong oral and written communication skills and should be computer literate. Position requires flexibility in working daytime, evening and weekend hours as needed.

Submit resume, writing sample and references by mail, fax or e-mail to:

GPCA, 300 N Central Park Ave, Chicago, IL 60624; (FAX) 773-638-1777; or mtomas@garfieldpark.org

Garfield Park Conservatory Alliance is an Equal Opportunity Employer