



## **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, 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 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 to improve residents' quality of life in the historically disadvantaged Pittsfield, Westside areas, 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, workforce development, and homeownership programs. The Commonwealth Corps Community Outreach Coordinator 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 22, 2024.
- Attend a minimum of 6 Commonwealth Corps training sessions and service events held by MSA post orientation.
- Participate in a minimum of 1 hour of MSA-related activities each week. This includes filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Connect individuals who have identified housing as a goal when receiving resource connection services to the Greylock homeownership center and the ABHI department in CBHFH.
- Assist in applying for homeownership both with CBHFH and for any affordable housing lotteries offered countywide.
- Support the financial education and coaching from the organizational side by assisting with class scheduling, registration, and communications. Assist the applicant in following through with class work and goals set by the applicant.
- Assist in pairing financial coaches, selecting and developing a culturally competent curriculum, and overseeing the feedback surveys.
- Coordinate and disseminate information regarding classes, workforce training programs, etc. to the community and specifically assist enrollees in the Advancing Black Homeownership Initiative (ABHI) program enroll in appropriate programming.
- If enrollees are interested in starting a business, the member would refer to the Berkshire Black

Economic Council (BBEC) and 413 Latinos, as appropriate.

- Collect data during outreach that allows for improved strategic deployment of programming.
- Assist with the distribution and coordination of information sharing throughout the community.

*Marginal Responsibilities:*

- Attend and participate in three community meetings a month (Zoom or in Person).
- Support workshops and resident training events.
- Support the Volunteer Income Tax Assistance Programs
- Attend and support community activities and events.
- 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
- Someone who enjoys talking to people and bringing their voices to the table in decision-making.
- Eager to serve collaboratively as part of a team.
- Strongly familiar with the communities you would be serving
- Willing to increase your professional skills (i.e. Word, Excel, PowerPoint, Canva, Smartsheet, Zoom)
- Willing to grow in leadership through Technology.

*It would also be great if you:*

- Are comfortable with technology
- Are a person with lived experience
- Make people feel comfortable and saw the best in people
- Are friendly and open to connecting with people
- Are a good listener and like to solve problems
- Want your voice heard at decision-making places
- 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) for full-time members;
- **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 8 am to 5 pm with some weekends and nights with 48 hours of notice.

**How to Apply:**

- To apply, please send your cover letter and resume to [Careers@berkshirehabitat.org](mailto: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](http://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

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

*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.*