

**Program:** Business Incubation Program  
**Position Type:** Full-time, 1700 hours  
**Site Supervisor:**  
**Term of Service:** August 1<sup>st</sup>, 2018 – July 31<sup>st</sup>, 2019

**Hours per week:** 35  
**Schedule:** M-F 9-5  
**Stipend:** \$13,732  
**Education Award:** \$5,920

**About:** The Advancement Foundation (TAF) is a regional intermediary organization for 4 agencies, hosting 15 AmeriCorps Members. The strategy, which will holistically address the needs of multiple demographics, includes bringing together nonprofit, educational institutions, and local government agencies to address community needs. Members will be serving in what the Virginia Initiative for Growth and Opportunity has identified as Region 2. This region has a total population of 777,919; an unemployment rate of 4.1% and the median income level for the area is \$38,900. TAF has identified partners that feed into the bottom line of enabling communities to participate more fully in Virginia's economic growth.

**Objective:** Member will support activities designed to enhance life skills, wellness, workplace readiness skills and expand service learning through civic engagement opportunities that personal confidence and skills for entrepreneurs. The Member will provide financial literacy training and tools designed to improve financial security. They will also engage economically vulnerable adults in efforts to expand employment possibilities leading to positive employment and educational outcomes.

**Activities:**

- Conduct workshops/ host topics with the underserved related to building personal and financial assets.
  - Workshops should focus on financial literacy, business planning, computer literacy, etc.
  - AmeriCorps Member will keep track of individual's completion of classes and workshops as to be eligible for micro-loans.
- Provide skills evaluation and planning
  - 1:1 evaluation and planning will be for employment, business ownership, community resources or volunteer opportunities
- Provide micro enterprise technical assistance and training
  - Enlist professionals to mentor participants
  - Keep track of progress and participation in courses and improvement in knowledge
- Recruit volunteers as mentors for participants (Skills-Based Volunteer Bank)

**Eligibility Requirements**

- Be 18 years or older (no upper age limit)
- Pass a national service criminal history check (4 parts: State/FBI, CPS, NSOPR)
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident Aliens and persons residing in a state that have the following legal residency classifications: refugee, asylum or asylee, temporary protected status, or deferred action for childhood arrivals (DACA) status.

**Training/ forms required:**

Pre-Service Orientation, bi-annual all network training, in-service trainings

**Skills:** Proficiency in Microsoft Office; including Word, Outlook, and Excel. Excellent oral and written communication skills reflecting solid customer service both in-person and telephone. Ability to effectively assess and execute the following relational support skills: guiding, supporting, confronting, advising and/or negotiating