

AmeriCorps Member Position Description

Housing Services AmeriCorps Member at Asian Services In Action, Inc.

Position Description

The VISTA project objective is to expand the capacity of our agency to provide affordable housing, employment, and housing counseling services for Asian American Pacific Islander (AAPI) immigrants and refugees in Northeast Ohio.

The VISTA project at Asian Services In Action, Inc. is focused around three main project goals of the Ohio

CDC Association: 1) to build the capacity of the CDCs to provide affordable housing; 2) to build the capacity of CDCs to provide employment opportunities; and 3) to build the capacity of CDCs to provide housing counseling.

The Member will be involved in several projects which reflect the different levels of the agency's current capacity to provide such services, including (but not limited to): forming and sustaining a housing advisory committee to identify the needs of AAPI immigrants and refugees; developing agency action plans around housing issues; locating and securing funding for various projects; creating marketing campaigns for employment-related services; planning the annual legislative day event; recruiting and training volunteers; and increasing staff capacity to provide necessary services. The VISTA Member will benefit from ASIA's experience in working

with culturally, linguistically, and socioeconomically diverse communities as well as be at the forefront of program development.

Attitude and General Responsibilities

Under the supervision of the Executive Director, the VISTA Member is responsible for assisting in agency capacity-building activities around housing affordability, employment, and housing counseling. It is a full-time position.

Program leadership

- Form and sustain a housing advisory committee;
- Assess effectiveness of existing collaborations and feasibility of project expansion;
- Work with stakeholders to ensure that the needs of the target communities are met; and
- Increase individual and organizational capacity in providing services.

Program-specific duties

- Conduct necessary community-based research;
- Write and present proposals at board and committee meetings;
- Develop action plans and funding proposals;
- Coordinate and facilitate meetings of the advisory committee;
- Attend agency and planning meetings on a regular basis;

- Assure that tasks and milestones are completed under guidelines listed;

- Assist in agency and project marketing campaign, including the creation of communicative materials; and

- Complete and submit required program and other necessary paperwork on time.

Service schedule

Full-time AmeriCorps Members will serve 1700 hours (37.5 hours/week), beginning June 15, 2012. All Members are required to participate in training events, which includes a pre-service orientation in Columbus with the Ohio CDC Association on June 11 - 14, 2012 (tentatively). Members understand that their service requirements may be scheduled during evenings or weekends.

Required skills and experience

• Education Level Preferred: Undergraduate (but preferably master's-level) degree in business (management, marketing), non-profit management, social science, urban development, or public or international policy/affairs or an individual that demonstrates substantial experience or commitment towards completing project objectives.

- Must be at least 21 years old
- English language fluency (writing, oral, and reading proficiency). Multilingual is a plus.
- Must complete a background check (see Project Director for more information)

- Must have some experience in communications, fundraising/grant writing, public speaking, and/or working with diversity

Program benefits

AmeriCorps members will be provided:

- Workspace, computer, internet access, printer, landline phone, office supplies and access to a copier.

Full-time Members will be provided:

- Living stipend of \$892/month* for those living in rural areas and \$927/month* for those living in urban areas
- Education award (\$5,550) or monetary stipend (\$1,500)

*Note: gross income



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黃唯大律師
滿足您所有的移民要求

• 成立於 1978 年
• 黃唯律師有 35 年辦案經驗被連選為全美最佳律師之一并擁有精通各類移民案件的律師團
• 新近被選入俄亥俄州名人堂
• 被選為全國最具影響力的職業女性之一
• 黃唯律師事務所曾被評為馬丁德·胡拜爾 (Martindale Hubbell) A-V 級最有實力的移民律師公司, 在全美及國際均享有極高的評價。
• 1998 年美國愛麗斯獎得主(唯一女華裔得獎人)
• 榮任聯邦律師克里夫蘭工會主席

精辦各類移民: 國家利益豁免, 杰出人才、教授及研究人員移民, J1 回國豁免, 勞工卡, LI 跨國經理, B, E, F, H, J, K, O, P, R, V 簽證, 親屬移民, 職業移民, 投資移民, 入籍, 廚師、管家、技工等均可申請綠卡, 超齡, 十年綠卡, 政府庇護, 遞解出境, 上訴, 出庭至聯邦巡回法庭, 監獄保釋等。



黃唯律師事務所
Margaret W. Wong & Associate Co., L.P.A. Attorneys At Law
中文網 http://www.cimwong.com 英文網 http://www.imwong.com Email wong@imwong.com
黃唯大律師新書英文版《移民之路》, 讀者可享 7 折優待, 免運費, 歡迎致電 216-566-9908 與 Yolanda 小姐聯繫。

成功的故事

- 奧巴馬總統姑媽遞解出境開案 2008 年 12 月申請, 2009 年 1 月獲准重審, 2010 年 5 月政府獲准, 2011 年 7 月 25 日申請 I-485, 2011 年 9 月 29 日獲准。
- 1. 夫妻年齡相差 20 歲, 公民先生曾婚 3 次, 太太廣州問題被拒後找到我們, 重新申請 130 兩個月批准, 又三個月後廣州問題通過。
- 2. 太太政治庇護 2005 年獲批後兩年內未幫先生申請 I-730, 2010 年申請和上訴均被拒, 2011 年 6 月重新申請 10 月批准。
- 3. 中國記者申請政治庇護, 紐約移民局問話獲批准, 前後歷時兩個月。
- 4. 太太 94 年自動離境, 95 年回美, 先生曾獲有 I-94 還有犯罪記錄, 用太太的公民父親 130 申請夫妻倆人綠卡, 太太 6 個月獲批准, 先生 9 個月獲批准。
- 5. 先生用假護照入境被抓, 用公民太太申請綠卡, I-485 問話後申請 601 豁免, 僅 20 天批准並獲綠卡。
- 6. 留學生意外懷孕, 與先生有一個孩子在國內, 申請政治庇護, 兩個月獲批准。
- 7. 太太入境有 I-94, 公民先生申請綠卡, 被移民局誤拒, 申請 I-485 開案, 兩個月批准後再問話獲准。
- 8. 某先生輸了庇護申請上訴也遭拒絕後他聘請我們為他的庇護重新開案, 2011 年 5 月開案成功。
- 9. 我們的客戶是緬甸公民, 他輸掉了他的庇護申請案, 提出上訴申請也遭到拒絕, 他聘請我們黃唯律師樓, 為他的庇護重新開案, 在美國法規基礎上我們準備了詳細的議案, 並提交證明文件, 2011 年 5 月移民局上訴委員會接受重新開案, 案件被重新送回移民局法庭, 使我們的客戶可以繼續他的庇護申請。
- 10. 她的庇護申請被拒絕後, 找到我們黃唯律師樓, 客戶是中國公民與美國公民結婚, 在美國有兩個孩子, 但她是沒有資格來調整狀態, 當我們接手後, 她即將要被遞解, 我們為她申請庇護和撤銷遞解令, 因為她在美國已經超過 10 年我們需要的客戶提供大量的證明文件, 經過近四個小時的聽證會, 在堪薩斯城的移民法官給予我們的客戶取消遞解並可以保持與她的家人在美國為合法的永久居民。

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