



# AmeriCorps National position description

<b>Local Habitat organization</b>	Habitat for Humanity-MidOhio
<b>Host site manager</b>	Deb Light
<b>Direct supervisor</b>	Aubrey Smock
<b>Length of term of service</b>	<input checked="" type="checkbox"/> Full time for 10 ½ months <input type="checkbox"/> Part time for 10 ½ months
<b>Service week (days/times)</b>	Tuesday-Saturday, 8:30am to 5pm with occasional evenings or Sundays/Mondays
<b>Is a personal vehicle required for service?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will member be actively building on the construction site at least one day per week?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Homeowner & Community Outreach Coordinator, Neighborhood Revitalization

The Homeowner & Community Outreach Coordinator helps build and maintain the pipeline of homeowners by sharing in the efforts to recruit and educate qualified individuals and families. They serve as a point of contact as potential homeowners and home repair families go through the application process. Together with a homeowner selection committee, they help approve homeowners for a variety of housing products including new home construction, repair, or rehab of existing home projects. This member will help build out our recently created Homeowner Buddy app and homeowner portal on our website. In accordance with our strategic plan, this member will assist with community outreach efforts attending events, meetings, and in helping launch several soon-to-be expanded homeowner programs into the community. This position will not only enhance the experience of partner families in the queue, but it will also assist in broadening our reach into the communities we serve.

### Service activities

- Support the launch of the Homeowner Buddy app with Habitat homeowners through engaging homeowners in the use of the Homeowner Buddy app and make content modifications as needed.
- Assist in engaging Habitat homeowners and current partner families in the use of the homeowner portal on the affiliate website.
- Update the homeowner portal with homeowner related resources, useful information (i.e., sweat equity forms, community resources), and other relevant content as needed.
- Keep community events in the homeowner portal calendar up-to-date.
- Create collateral for families on how to navigate both Homeowner Buddy app and homeowner portal and update their information and create ways to encourage homeowner activity and empowerment throughout the year.
- Assist with Truist Momentum online financial literacy program, including engagement, follow up, and quarterly tracking.
- Assist with Partnership Group engagement, bringing back in person opportunities, classes, and other related opportunities to get involved in their community.

- Help launch an expanded homeowner maintenance class program into the community.
- Attend community events, booths, and meetings as well as participate in door to door outreach to share Habitat information and recruit families.
- Coordinate existing programs to recruit homeowner applicants for traditional homeownership opportunities or for expanded housing products such rehab or repair.
- Assist Homeowner Services staff in responding to homeowner intake phone line calls and emails inquiring about homeownership in a timely manner, and promptly mail informational packets to prospective applicants.
- Conduct applicant orientations and assist individuals and families throughout process of completing the housing application.
- Assist in the management of the homeowner intake process, including tracking and maintaining homeowner inquiries and application process through department database.
- Assist with assembling, distributing, and review application packets.
- Attend homeowner selection committee meetings as needed.
- Work with the homeowner services staff members to provide educational opportunities to homeowner families and expand opportunities into the community.
- Work with current partner families to capture and create family biographies and stories to be shared with stakeholders and follow back up with current homeowners to capture impact and family updates.
- Build relationships and partner with residents, local agencies, elected officials, and community stakeholders. These partnerships will help identify areas where host site housing and community development solutions can intersect with the community's identified aspirations.
- On occasion, build alongside homeowner families on their first time on a construction site to help introduce them to the process and help families feel more comfortable in this new setting as they complete their homeownership requirements.
- Engage neighbors surrounding our builds and assist with Rock the Block planning, neighbor recruitment, and implementation.

## Member development

### Required meetings, trainings, and events

- Onsite orientation to local host.
- First Aid/CPR.
- Foundations of Service training series.
- National days of service:
  - Dr. Martin Luther King, Jr Day
  - Make A Difference Day
  - AmeriCorps Week
- Weekly meeting with host site manager.
- Weekly meeting with direct supervisor, including completing a check in form each month.
- Homeowner and repair recruitment activities and events.
- Life After AmeriCorps training.
- Ongoing position related training.
- Monthly All Staff meeting, monthly homeowner selection committee meeting, 1 board meeting as a team, at least 2 wall raising ceremonies, at least 2 home dedications, and other meetings as appropriate.
- Choice of 1 safety committee meeting, 1 home maintenance class, or 1 home repair assessment or home visit.

- ABA mortgage training/MPAR (HFHI).
- Quarterly staff or AmeriCorps team build days.
- Individual and/or group professional development trainings may be available based on AmeriCorps interest, host site manager/supervisor recommendation and budget.
- Host site events, including 35<sup>th</sup> Anniversary event, Volunteer Recognition event, Habitat AmeriCorps Alumni build day (spring). Participation in these events will be in line with AmeriCorps program regulations/restrictions.

## Experience, knowledge and skills

### Minimum requirements

- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least 18 or older.
- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.

### Preferred qualifications

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity International and AmeriCorps.
- Ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Strong research skills.
- Detail oriented and highly organized.
- Experience working with volunteers, instructing individuals or facilitating groups.
- Experience working as a member of a team.
- Public speaking experience.
- Knowledge of community development practices a plus.
- Project management experience a plus.
- Leadership experience.
- Adaptable to change.
- Ability to work independently/self-starter.
- Basic experience with Microsoft Office Suite, especially Word, Excel, and Access databases.

### Physical requirements

- Ability to sit at a desk and computer for extended periods of time.
- About 30% of this position requires outreach in the community, including visiting buildings and homes that may have stairs, as well as occasionally serving on project sites that may have uneven terrain.
- Ability to lift up to 25lbs repeatedly.
- Ability to stand for extended periods of time.
- Ability to handle short periods of high stress.

### Service site environment

Member will primarily serve in an open-space office and will share the area with other staff and/or fellow members. Each member will have a desk, computer (with email and internet access) and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office supplies. Member will occasionally

be engaged in community build or improvement projects such as Rock the Block events, community clean ups, on-site work, and serving outside in a various types of weather. Members will be exposed to various construction-related substances such as sawdust, paint, etc., and will be provided with appropriate safety equipment.