

# Community outreach coordinator

AmeriCorps National position description



<b>Host site (local Habitat organization)</b>	Habitat for Humanity of Greater Sacramento
<b>Program</b>	AmeriCorps National
<b>Member role</b>	Community outreach coordination
<b>Host site manager</b>	Office Manager
<b>Direct supervisor</b>	Homeowner Services Manager
<b>Service week (days/times)</b> Example: Tuesday-Saturday, 8:30 a.m.-5 p.m. with occasional evenings or Sundays	Monday – Friday 8:30 a.m. to 5:00 p.m. with occasional weekend and evening commitments.
<b>Will member engage in any of the following?</b>	<input type="checkbox"/> Disaster response <input checked="" type="checkbox"/> Neighborhood Revitalization <input checked="" type="checkbox"/> Veterans or military families <input type="checkbox"/> None
<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

## Goals

This AmeriCorps Community Outreach Coordinator will be instrumental in helping HFHGS to expand its community outreach to build on its Neighborhood Revitalization (NR) Program. HFHGS has recently begun providing home repair services, and we are hoping to expand this program substantially within the next fiscal year, requiring further assistance in the Homeowner Services Department with outreach and partnership building. HFHGS plans to complete 30 plus home repair projects in the 2018-2019 fiscal year and hopes to expand that to at least 50 projects in the 2019-2020 fiscal year. As the program is still in its beginning stages, the Community Outreach Coordinator will be instrumental in helping HFHGS build new relationships with residents and community partners and in increasing community knowledge about home repair opportunities.

## Outputs

*Measurable targets must be included and should be classified **per member**. Please use the shared outputs below, inserting the appropriate number in the left-hand column or "0" if not applicable. These outputs may **not** be adjusted; the wording must remain as is for reporting purposes.*

<b>100</b>	Volunteers will be recruited and/or managed by the AmeriCorps member in the building, rehabilitation or repair of homes. (Repairs include A Brush with Kindness, weatherization, critical home repair.)
<b>0</b>	Homes will be built, rehabilitated or repaired in partnership with low-income families and individuals by the AmeriCorps member and volunteers. (Repairs include A Brush with Kindness, weatherization, critical home repair.)
<b>50</b>	Total individuals (adults and children) will be provided housing services by this AmeriCorps member.
	Individuals affected by a disaster that are included in the total number above.
<b>15</b>	Individuals who are veterans, active military or their family members that are included in the total number above.

## Responsibilities

- Build relationships and partner with residents, local agencies, elected officials, and community stakeholders. These partnerships will help to identify areas where host site housing and community development solutions can intersect with the community's identified aspirations.
- Identify community improvement projects and plan and execute projects for successful completion (ex. neighborhood clean ups, home repair projects, etc.)
- Engage volunteers from the local community to support the local projects planned
- Regularly attend meetings relevant to building our NR and home repair programs. Examples include local governance, community beautification, health and social service meetings, and resident meetings.
- Help to develop and market new NR and home repair programs
- Coordinate and document the implementation of host site's housing and community development solutions in partnership with the community
- Implement our standard NR procedures and adapt as needed to serve any community, so that this model can be refined and continue to be extended to other neighborhoods within our territory
- Build understanding of and support for NR by collaborating with staff from other departments and leading NR update meetings
- Complete the reporting and timesheet requirements of the AmeriCorps program in a timely, accurate, and thorough manner
- Arrive on time and ready to serve, and promote the mission, goals and values of the AmeriCorps program.

## Required meetings, trainings and events

*Minimum expectations are outlined below with the understanding that further trainings may be required, as determined by the host site, Habitat for Humanity International or the Corporation for National and Community Service.*

- HFHI Qualified Mortgage Loan Origination training
- On Site Orientation to local host site
- First Aid/CPR
- HabitatLearns "Foundations of Habitat" series online
- Lockton Safety Courses online
- National Service Leadership Conference (Fall)
- Build-a-Thon (Spring)
- National Days of Service (MLK Day required, 9/11 Day of Remembrance and AmeriCorps Week encouraged)
- HFHI Host Site Monitoring Reviews and periodic check-in calls
- Weekly Tuesday staff meetings which will provide updated information to senior staff regarding family sweat equity program, new applicants, and outreach statuses for each site and the responsibilities of each member during that week are discussed.
- Life After AmeriCorps Training (LAFTA) which provides members with useful and practical skills and knowledge they will need to enter the job force after their AmeriCorps terms are concluded.
- Home Dedication attendance which provides positive, meaningful feedback that what the members do each day has impact on families.
- Host site events, including Homeowner Orientation, HabiTour, Annual Gala, and Hammy Awards Dinner attendance, which provides insight into the large number of community organizations and individuals that support this affiliate, without whom HFHGS would not be able to complete its mission. Participation in these events will be in line with AmeriCorps program regulations/restrictions.
- Monthly meeting with HSM (minimum)
- Bi-weekly meeting with direct supervisor (minimum)

## Experience, knowledge and skills

### Required

- A self-starter, detail oriented, highly organized, results oriented
- Working knowledge of Microsoft Office Suite/Word/Excel/PowerPoint/Publisher/Outlook
- A valid driver's license and ability to meet host site's insurance requirements

- Strong written and verbal communication skills
- Experience working as a member of a team
- Ability to work with a diverse group of people

**Preferred**

- Knowledge of the Sacramento community, its businesses, social service organizations and demographics would be highly desirable
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Working knowledge of a language besides English is highly desirable, with preferred language being Spanish
- Public speaking experience preferred
- Knowledge of community development practices preferred

**Physical requirements**

- Must be able to lift up to 25 lbs of presentation materials and equipment
- Ability to sit at a desk and computer for extended periods of time
- About 50% 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 might have uneven terrain.

**Service site environment**

Member will primarily serve in an open-space office and will share space with other staff and/or AmeriCorps members. It is expected that the shared work space is a positive working environment for all staff. 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.

Will a **personal vehicle** be required? ☒ Yes ☐ No

The member will be required to have a vehicle to be able to outreach, visit our community partners, introduce the program, educate new potential homeowner partners, and visit build sites to introduce homeowners to construction staff and volunteers. Member will be reimbursed for approved service-related mileage and any other travel expenses per our affiliate policy (beyond commuting to and from service).

HABITAT FOR HUMANITY INTERNATIONAL

322 West Lamar St., Americus, GA 31709-3543 USA (800) 422-4828 fax (229) 924-6541 [nationalservice@habitat.org](mailto:nationalservice@habitat.org) [habitat.org](http://habitat.org)