

# Community outreach coordinator

AmeriCorps National position description



Any changes or updates to a member's position description must first be approved by your partner engagement specialist.

<b>Host site (local Habitat organization)</b>	Flower City Habitat for Humanity
<b>Program</b>	AmeriCorps National
<b>Member role</b>	Community outreach coordination
<b>Host site manager</b>	Ken Braley
<b>Direct supervisor</b>	Tim Guillemette
<b>Service week (days/times)</b>	Monday-Friday, 9:00 a.m.-5:30 p.m. with occasional evening or Saturday.
<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

Our affiliate is on the growing edge. We are expanding into new neighborhoods, striving to build more homes each year, and launching a repair program for qualified owner occupants in need of home repair. This member will be critical to the success of our efforts by adding qualified homeowner families and volunteers to our programs through the planning, coordination, and implementation of a community outreach plan in cooperation with our staff and an AmeriCorps member in a volunteer services coordination role. This member will also work to build and sustain community partnerships that help move our work forward in a coordinated way with others doing similar/complementary work in our communities. Note that approximately 30 percent of this member's time will be spent in the community, with the remaining time spent at the affiliate's office.

## Outputs

<b>25</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>200</b>	Total individuals (adults and children) will be provided housing services by this AmeriCorps member.
<b>5</b>	Individuals affected by a disaster that are included in the total number above.
<b>5</b>	Individuals who are veterans, active military or their family members that are included in the total number above.

## Responsibilities

- Recruit homeowner family applicants for traditional homeownership opportunities or for expanded housing products, such as A Brush with Kindness or critical home repair.
- Coordinate existing programs to attract qualified families as needed; this may include marketing the opportunity at local business, faith communities and employers. It could also include communicating and meeting with various social service agencies.
- Assist family services staff in responding to calls and emails inquiring about homeownership in a timely manner.
- Build relationships and partner with residents, local agencies, elected officials and community stakeholders. Partnerships will help to identify areas where host site housing and community development solutions can intersect with the community's identified aspirations.
- Coordinate annual Family Services drives and events with community organizations, with a focus on in-kind donations.
  - Homeowner Picnic
  - Back to school Backpack Drive
  - Thanksgiving Drive
  - Holiday Toy Drive
- Engage volunteers from local community to support the local projects planned by the affiliate. In particular:
  - Recruit appropriate teachers and speakers for Family Services Education classes as needed.
  - Recruit Homebuyer coaches as needed.
  - Occasionally assist with the facilitation and implementation of community projects, such as community clean ups and A Brush With Kindness projects (referred to as "Spruce Up Days" by our affiliate); this may at times include leading volunteers in the completion of these projects.
- Regularly attend meetings relevant to building our impact in our target neighborhoods. Examples include local governance, community beautification, health and social service meetings and resident meetings.
- Coordinate and document the implementation of host site's family outreach program to determine program's success in recruiting more qualified families.
- Monitor and evaluate the outcomes of our programs through our survey tool – success measures.

## 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.*

- Onsite orientation to local host.
- First Aid/CPR.
- Habitat Learns – "Foundation of Habitat" online series.

- Lockton safety online courses.
- Annual sponsored blitz build - Habitat AmeriCorps Build-a-Thon.
- National days of service:
  - Dr. Martin Luther King, Jr. Day (required).
  - September 11<sup>th</sup> National Day of Service and Remembrance and AmeriCorps Week (encouraged).
- Host site monitoring reviews and periodic check-in calls.
- Monthly meeting with host site manager.
- Bi-weekly meeting with direct supervisor.
- Life After AmeriCorps training.
- Staff and board meetings and home dedications, as appropriate.
- Annual staff or AmeriCorps team build day.
- Individual and/or group professional development trainings may be made available based on budget, member interest and recommendation of the host site manager or direct supervisor.
- Host site events ( including our annual gala, volunteer appreciation dinner and holiday luncheon). Participation in these events will be in line with AmeriCorps program regulations.

## Experience, knowledge and skills

### Required

- Valid driver's license and ability to meet host site's insurance requirement.
- Experience with Microsoft Office Suite, especially Word and Excel.

### Preferred

- 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, teaching or group facilitation.
- Experience working as a member of a larger team.
- A second language is highly desirable, with preferred language being Spanish.
- Public speaking experience.
- Knowledge of community development practices.
- Project management experience.

### Physical requirements

- Ability to sit at a desk and computer for extended periods of time.

- About 30 percent 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 25 pounds independently, for example, to bring marketing materials and a table to outreach events.

### Service site environment

Member will primarily serve in an open-space office and will share the area with other staff 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 community clean-ups and A Brush With Kindness projects, serving outside in various types of weather.

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

Regular travel is required for this position. Access to a personal vehicle is required to get to and from service and any required meetings; as well as to bring needed materials for tabling at events. Approved service-related mileage, beyond commuting to and from the office, will be reimbursed per the affiliate's policy.

### Habitat.org posting

- Rochesterhabitat.org
- Rochester, New York
- Monroe County
- Distinguishing selling point:

If you share Habitat for Humanity's vision of a world where everyone has a decent place to live, we invite you to join us in Rochester, NY to build homes, community, and hope! Through your service, we will be able to serve more hard-working families by providing strength, stability, and self-reliance through shelter. We need YOU to make that happen!

Rochester, NY consistently rates near the top of national lists of cities with the highest rates of volunteerism and philanthropy. Come serve alongside Flower City Habitat and network with our many partner agencies in the fun and unique city of Rochester. Rochester is home to historic leaders like Susan B. Anthony and Frederick Douglass, a thriving arts community, countless renowned festivals, and the natural beauty of the Genesee River, Great Lakes, and the Finger Lakes Region. Despite all the great things that Rochester has to offer, we have many neighbors who are being left behind. Join us as we expand our capacity and work to ensure that all of our neighbors have a safe, decent, and affordable place to live.