

AmeriCorps National Family Services Coordinator



Local Habitat organization:	Flower City Habitat for Humanity (Rochester, NY)
Reports to:	Family Services Manager
Length of term of service:	Full time for 10 ½ months
Service week (days/times):	Monday-Friday, 8:30 a.m.-5 p.m. with occasional weekend hours for special events
Is a personal vehicle required for service?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
To apply, send resume to:	employment@rochesterhabitat.org

Why Habitat AmeriCorps?

- Raises your awareness of the social issues that face your community.
- Provides you an opportunity to learn and develop new skills and confidence.
- Helps you gain hands-on project management experience.
- Increases your knowledge of service and engagement.
- Maximizes your construction and homebuilding experience.
- Improves your performance at a future job.
- You can help strengthen communities and families through your service.

Benefits

- Living allowance minimum of \$16,300 for 10½ months of service. (Approximately \$350 per week.)
- The Segal Education Award of \$6,345 following successful completion of service with a lifetime maximum of two awards.
- The education award is good for seven years from the end of service and can be used to repay your qualified student loans or for your future education at eligible schools. National members age 55 and older at the start of service may be eligible to transfer the award to certain family members.
- Possible forbearance of your qualified student loan, including accrued interest payments after the successful completion of the term of service.
- Health plan benefits – eligible for an Affordable Care Act compliant-health plan.
- Childcare benefits, if you qualify.
- Inclusion in a Member Assistance Program that offers counseling and financial planning resources.
- Worker's compensation.

Position: Family Services Coordinator

The family services coordinator builds and maintains the pipeline of homebuyers by leading efforts to recruit and educate qualified individuals and families. They serve as the main point of contact as each potential homeowner goes 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 of occupied home, or rehab of existing homes.

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Service activities

- Coordinate existing programs to recruit homeowner applicants for traditional homeownership opportunities or for expanded housing products such as rehab, repair or weatherization.
- Conduct applicant orientations and assist individuals and families throughout the process of completing the housing application.
- Work with the family selection committee to select individuals and families based on established criteria and regulations.
- Work with the family partnership council and staff members to provide educational opportunities to homeowner families.
- On occasion, build alongside homeowner families as they complete their homeownership requirements.

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.
- Detail oriented and highly organized.
- Experience working with volunteers, instructing individuals or facilitating groups.
- Experience working as a member of a team.
- Basic experience with Microsoft Office Suite, especially Word and Excel.

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.

Service site environment

Member will primarily serve in an office. 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.