

AmeriCorps Member – Recruitment Support Associate

Living Allowance: \$10,800

Start Date: Monday, January 27, 2020

Education Award: \$4,336.50

End Date: Friday, October 2, 2020

Reports to: National Service Program Manager,
Sr. Volunteer/Donor Development Manager

Schedule: Monday-Friday

additional benefits

In addition to the living allowance and Segal Education Award, members receive a \$35/month cell phone allowance, \$200 clothing allowance, health insurance, and may have access to childcare reimbursement and an affordable housing option (\$200/month). Additionally, members receive extensive training and professional development opportunities.

position summary

The Recruitment Support Associate position will be charged with creating and refining systems to recruit and retain quality AmeriCorps members.

essential responsibilities

- **Recruitment** – Work with staff to assess current systems for AmeriCorps member recruitment and implement creative solutions to strengthen and refine practices. This may include:
 - Helping the program market their member positions and recruit members through varied outreach efforts
 - Building social media presence through active posting and coordination with partner agencies
 - Creating one-minute “day in the life” video stories
 - Developing marketing materials for targeted audiences
 - Coordinate with other Recruitment Capacity Members to connect interested individuals to appropriate national service opportunities
 - Identify tabling opportunities where Twin Cities Habitat is not currently represented (e.g. workforce/career development centers, high schools, universities, or community centers) and attend on behalf of the organization. Staff will continue to attend and represent Habitat at fairs in which we have previously attended. This role is responsible for identifying new opportunities to share information about available AmeriCorps positions.
- **Partnership Development and Collaboration**– Work with staff to identify, develop and maintain partnerships with key individuals and organizations. Organizations/individuals may include:
 - AmeriCorps Alumni
 - Department chairs of colleges and universities
 - School and career counselors
 - Minnesota InterCorps Council
 - Association and non-profit leaders
- **Resource Development**– Help develop resources and support systems that will enable the program to recruit and retain quality AmeriCorps members for the duration of the program year. Resources may include:
 - Housing resources or other incentives for members
 - Website and marketing materials design and support
 - Donated time and/or space for member development opportunities

- Participate in AmeriCorps-related activities as assigned
 - Attend orientation at beginning of service
 - Attend AmeriCorps civic engagement retreats and team meetings
 - Participate in scheduled affiliate, program and statewide AmeriCorps events

essential qualifications

- 18 years of age or older
- A U.S. Citizen or U.S. National or a lawful permanent resident
- High school diploma or GED
- Successfully pass background, sex offender and FBI fingerprint checks

knowledge, skills and abilities

- Excellent interpersonal skills; able to work effectively with a variety of people and personalities; communicates clearly and effectively both orally and in writing to all levels of stakeholders inside and outside of the organization
- Ability to speak in front of small groups ranging in size from 2-10 people
- Ability to multi-task, prioritize, and manage time effectively
- Possess thorough, organized, detail-oriented and accurate approach to tasks
- Ability to navigate and support a complex and ever-changing network of candidates

essential physical requirements

- Hear and speak in order to communicate with others
- Sit at a desk and use a telephone and computer for extended periods of time
- Move throughout the office, construction site or off-site location
- Independently operate a motor vehicle
- Apply manual dexterity, able to lift up to 30 pounds unassisted

service environment

Most of the task for this position is conducted indoors at a desk with some off-site tasks and periodic exposure to dirt, dust, dampness, construction debris, possible extreme temperatures, construction noises, fumes and odors from building on or visiting residential construction sites.

affirmative action and equal opportunity employer

The Minnesota Habitat for Humanity AmeriCorps Program will take Affirmative Action to ensure that all employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: recruitment, employment advertising, selection, hiring, upgrading, promotion, demotion, transfer, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training and apprenticeship opportunities. Reasonable accommodations will be made for qualified individuals with known disabilities for interviews and for service positions. The Minnesota Habitat for Humanity AmeriCorps Program strives to engage men and women from a wide variety of cultures, races, educational backgrounds, socioeconomic statuses, ages and abilities.

To apply, please submit your resume by email to AmeriCorpsProgram@tchabitat.org or Kristal.Sawatzke@tchabitat.org.