

AmeriCorps Member – Communications Support Associate

Living Allowance: \$14,500

Start Date: September 3, 2019

Education Award: \$6,095

End Date: August 14, 2020

Reports to: Communications Manager,
National Service Program Manager

Schedule: Monday – Friday (with a handful of
evening and/or Saturday site days)

additional benefits

In addition to the living allowance and Segal Education Award, members receive a \$35/month cell phone allowance, \$100 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 Communications Support Associate will capture and share stories about homebuyers, volunteers, and supporters of Twin Cities Habitat for Humanity. They write stories and capture photos and videos for our blog, social media, website, and/or publications. The Communications Support Associate will also support non-fundraising events, including planning and executing Home Dedications for Habitat homebuyers. This is a dynamic position that will involve visiting construction sites, communicating via email and phone, and interacting with external audiences.

essential responsibilities

Interviewing and gathering stories

- Interview Habitat homebuyers, homeowners, and clients to understand the short- and long-term impact of Habitat's work
- Capture the perspective of Habitat homeowners in a culturally-appropriate and client-centric manner.
- Interview volunteers and supporters to understand their experience with Habitat and what motivates their support
- Take notes, record, and transcribe interviews
- Organize stories to be easily accessible for future projects

Content creation

- Write content for our blog and publications
- Capture photos and videos to tell compelling stories
- Organize photos and videos to be easily accessible for future projects
- Create simple, effective graphics for web and social media
- Communicate with subject(s) of the piece to gather revisions and gain approval for publishing

Home dedications and events support

- Collaborate with Marketing & Events Associate to plan and execute Home Dedications for Habitat homebuyers.
- Support the planning of special non-fundraising events, including staff events.

General marketing support

- Support marketing, events, and communications activities, including public relations, social media, website maintenance, and marketing campaigns.

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

- Support AmeriCorps communications efforts (managing social media presence, photography, etc.)

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 required, Associate or Bachelor's degree or a training certificate preferred
- Not served two terms of service within AmeriCorps already (with some exceptions)
- Possess a valid driver's license with a good driving record
- Successfully pass background, sex offender and FBI fingerprint checks

preferred experience

- Exceptional writing and proofreading skills, as well as the ability to adopt the style, tone, and voice of the organization
- Effective interpersonal skills and intercultural communications skills working with a variety of people and personalities, including diverse races, cultures, and economic backgrounds
- Photography, videography, graphic design, and photo/video editing experience preferred
- Events logistics experience preferred
- Experience with Adobe Creative Suite preferred
- Able to work independently and be resourceful to problem-solve unique situations
- Communicate clearly and effectively both orally and in writing
- Multi-tasks and ensures own service assignments are completed within established deadlines
- Able to respond well to change in assignments, duties, and direction
- Possesses thorough, organized, detail-oriented, and accurate approach to duties
- Ability to serve as a part of a team, being available as needed
- Proficient in Microsoft Office Suite

service environment

40-hour/week, requiring some evenings and weekends. This position requires visits to construction sites and extended time working at a desk (sitting and standing desks available).

Essential physical requirements

- Hear and speak 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
- Access to a vehicle preferred (mileage would be reimbursed)

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.