

AmeriCorps Member – Programs and Services Associate

Living Allowance:	\$14,500	Start Date:	September 1, 2020
Education Award:	\$6,095	End Date:	August 13, 2021
Reports to:	Community Engagement Manager National Service Program Manager	Schedule:	Monday – Friday (with frequent evening and/or Saturdays)

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 Programs and Services Associate supports homeowner developing, and other programs with special projects and outreach strategies for connecting new program participants to Twin Cities Habitat for Humanity's Programs & Services. The P & S Associate is a self-motivated individual who will be out in the community connecting with individuals and families about program information, eligibility requirements, and how to apply. This is a dynamic position that will involve attending external meetings and events, tabling as a Habitat representative, and communicating with potential applicants face to face, or via email and phone. The P & S Associate will work closely with the Community Engagement Manager to make sure Twin Cities Habitat's internal processes are tracked and managed to appropriately respond to new initiatives and strategies.

essential responsibilities

Homebuyer Engagement and Community Outreach

- Work with the Community Engagement Manager to manage and attend homebuyer outreach tabling events and external opportunities to reach new program participants for Habitat's homeownership and home repair programs. Recruit and manage volunteers and staff to assist in event attendance as needed. Will require some evenings and weekends.
- Coordinate and facilitate scheduled Homebuyer Information Sessions.
- Follow up with applicants regarding their eligibility.
- Research new events and opportunities to build awareness of Habitat's program and services based on program availability and new areas where Habitat will be developing homes in the 7-county metro area.
- In collaboration with the Marketing team, develop and track direct referrals and leads into the programs which result from the tabling and networking events.
- Manage the resources needed for event attendance and outreach, including tracking the inventory of marketing materials and Habitat-branded items shared with the Resource Development team.
- Support AmeriCorps recruitment through promoting available opportunities in the community.

Project Management

- Provide support to Programs and Services and staff to carry out cross-departmental projects and outreach initiatives.
- Participate in and support special projects as needed.
- Processes, input, coordinate data entered into database and spreadsheets for accuracy.

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 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

- Effective interpersonal skills and intercultural communications skills working with a variety of people and personalities, including diverse races, cultures, and economic backgrounds
- 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.

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 (non-commuter 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.