



## CENTRAL DELAWARE HABITAT FOR HUMANITY

### AMERICORPS IT & DIGITAL MEDIA COORDINATOR POSITION DESCRIPTION

**OVERVIEW:** Join us for a year of service in Dover, Delaware. AmeriCorps is a national service program where individuals serve a one year term and have the ability to get hands-on experience and directly impact the community.

**ORGANIZATION:** Reports to Executive Director

**QUALIFICATIONS:** Experience: Experience working on computer network and also with public relations, marketing, social media, website design, video creation is a plus. Data analysis is a plus.

#### Skills:

- A strong desire to serve. Ability to give of oneself. Desire and ability to promote the mission of Habitat.
- Energy and enthusiasm; ability to problem-solve, take initiative, and work with minimum supervision.
- Excellent people, organization and management skills.
- Strong communication skills - both public speaking and written communication.
- Proficiency in graphic design, website development, and social media
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to analyze data to help achieve outcomes.
- Ability to listen to volunteers and address their needs within the scope of the organization.
- Ability to handle multiple projects simultaneously.
- Proficiency in Microsoft Office (especially: Word, Excel, and Power Point, Publisher); Adobe Illustrator, Photoshop; email and internet use.
- Proficiency with Microsoft Windows Server
- Photography/Video

**SCOPE:** The Coordinator will maintain CDHFH's computer network, hardware and software, in addition to updating the website and creating a social media campaign to increase awareness for the mission. Also, analyze data from other systems to maximize our outcomes.

#### **PRIMARY RESPONSIBILITIES:**

- Maintain and update CDHFH's website and design new pages as needed

- Create a social media campaign and manage all CDHFH's social media ie: Facebook, Twitter, YouTube
- Maintain CDHFH's computer network including all hardware and software
- Maintain all CDHFH's photographs for promotional use
- Update CDHFH's internal database, Keystone, to maximize its functionality
- Analyze the point of sale system in the ReStore
- Develop key metrics and reports to be used by various staff members
- Measure the effectiveness of all existing systems including telephone, copier and security, and make recommendations for increased efficiency and/or improved performance.

**AmeriCorps Responsibilities:**

- a. Attend State and Delaware Habitat for Humanity Training and Orientation programs. Training and events include but are not limited to the events on the Delaware National Service Event an Training Calendar
- b. Attend training and events provided by the Delaware Habitat for Humanity AmeriCorps program.
- c. Prepare and provide monthly reports to the Programs Manager on AmeriCorps service.

**Benefits of serving with AmeriCorps at CDHFH:**

- Living allowance for the service year is \$13,000
- Health Insurance
- Education award is available to qualified members
- Low-Cost Group Housing
- Service year is September 1, 2017 - August 31, 2018

To learn more about AmeriCorps visit [www.americorps.gov](http://www.americorps.gov).

**To Apply:**

Please send a cover letter and resume to [jtice@centraldelawarehabitat.org](mailto:jtice@centraldelawarehabitat.org) or mail to CDHFH, 544 Webbs Lane, Dover, DE 19904.