

## CENTRAL DELAWARE HABITAT FOR HUMANITY

### AMERICORPS COMMUNITY OUTREACH COORDINATOR POSITION DESCRIPTION

**OVERVIEW:** Join us for a year of service in Delaware. AmeriCorps is a national service program that provides a living allowance and scholarship opportunities to service minded individuals.

**ORGANIZATION:** Reports to Executive Director

**QUALIFICATIONS:** Experience: Prior Habitat for Humanity experience is a plus. Experience in the following areas is a plus community outreach, budgeting, and teaching. Bachelor's degree or equivalent professional experience required.

Skills:

- Excellent people, organization and management skills.
- Ability to speak and understand Spanish is a plus.
- Ability to bring together community stakeholders.
- Strong communication skills - both public speaking and written communication.
- Ability to inspire, train, motivate, challenge, and work in conjunction with volunteers.
- Ability to work well with people from all backgrounds with varying degrees of education and experience.
- Ability to listen to families going through the homeownership program and address their needs within the scope of Habitat for Humanity's mission.
- Ability to handle multiple projects simultaneously.
- Ability to work with a minimum of supervision - self-motivated and confident.
- Proficiency in Microsoft Office (especially: Word, Excel, and Power Point); proficiency with email and internet use.
- Ability to learn and use the Habitat for Humanity database system.
- Desire and ability to promote the mission of Habitat for Humanity.
- Reliable transportation is necessary.

**SCOPE:** Developing and implementing programs that enrich the lives of Habitat homeowners and homeowners-to-be and equip them with the education and skills necessary to become successful homeowners and members of their communities.

**FAMILY SERVICES:**

- Implement a thorough and accessible homebuyer readiness education program that equips prospective homeowners to better manage the responsibilities and obligations of homeownership.
- Implement post-homeownership program
- Regularly utilize broadcast emails, partner organizations, and other avenues to advertise homeownership program.

- Create and distribute quarterly Habitat homeowner newsletter.
- Maintain communication with CDHFH current and future homeowners to engage in all CDHFH activities.
- Assist Family Selection committee as needed throughout the family selection process.
- Write biographies of partner families.
- Coordinate all ground breakings and house dedications.
- Handle all inquiries regarding CDHFH's homeownership and repair program.

**A BRUSH WITH KINDNESS (ABWK):** (Owner-occupied repair program)

- Develop and implement the entire ABWK program
- Develop outreach strategies to market ABWK program in Kent County and volunteer opportunities
- Coordinate with Construction Coordinator for site assessment
- Conduct screening process of applicants
- Develop internal administration systems to enhance service delivery

**NEIGHBORHOOD REVITALIZATION INITIATIVE (NRI):**

- Create and implement annual community outreach work plan with goals and specific strategies for increasing constituent support and tracking progress
- Identify and engage community leaders, stakeholders, and residents in targeted geographic communities where CDHFH is building/would like to build to enhance organizational visibility and to enhance new and existing opportunities
- Develop and utilize surveys to gauge impact of Habitat in the community
- Implement and manage community evaluations using Success Measures Data System including training, planning, data collection, analysis, and reporting on data. Have clear understanding of the Success Measures NRI evaluation method
- Complete Economic Impact Study using Success Measure Data System

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

- Living allowance and education award is available to qualified members
- Housing available on a first-come, first served basis
- Service year is August 1, 2014 - July 31, 2015

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

**To Apply:**

Please send a cover letter and resume to [info@centraldelawarehabitat.org](mailto:info@centraldelawarehabitat.org) or mail to CDHFH, 544 Webbs Lane, Dover, DE 19904. You may also apply through the AmeriCorps website [www.americorps.gov](http://www.americorps.gov).