



Michigan Habitat's AmeriCorps Program

Position Description

Position Title:	Family Support Coordinator	Category:	AmeriCorps Service Member
Program Administrator:	Habitat For Humanity of Michigan	Site Supervisor:	Education Manager
Placement Location:	Community Homeworks	Travel Required:	To occasional AmeriCorps events
Stipend:	\$6,400	Position Type:	Part-time
HR Contact:	AmeriCorps Program Manager	Date posted:	2/4/2016
Expected Start Date:	3/31/2016	Posting Expires:	3/28/2016
External posting URL:	http://communityhomeworks.org/new-ameri-corps-opportunity-at-community-homeworks/		

Please send Resume & Cover Letter via:

Fax or E-mail:

(517) 485-1509 or bferrigan@habitatmichigan.org

Subject Line:

Attention: Bridget Ferrigan RE: Community Homeworks Education Coordinator

Online Form:

<http://habitatmichigan.org/get-involved/ameri-corps/ameri-corps-member-application>

Mail:

Bridget Ferrigan, AmeriCorps Program Manager
 Habitat for Humanity of Michigan
 618 S. Creyts Rd Suite C, Lansing, MI 48917

Job Description

Role and Responsibilities

This is a part-time AmeriCorps member position with a requirement to serve for a minimum of 900 hours in a one year term at Community Homeworks. The member will attend several state and local trainings hosted by Habitat for Humanity of Michigan (our National AmeriCorps Service Program partner). The member will earn a stipend of \$6,400. Upon successful completion of the service year, the member will be eligible for a \$2,822 education award to pay off existing student loans or return to school.

The member at Community Homeworks will sustain the homeowner repair and maintenance education program, which is part of a comprehensive package of programs designed to help low-income families meet the challenges of affordably sustaining their homes. The goal of the program is to teach homeowners the importance of maintaining their homes and give them the skills to do so. The member serving in this capacity will:

- Perform outreach to and recruit new participants for the education program.
- Provide service and support to existing participants in maintaining their homes.
- Collaborate with program staff to plan and oversee sweat equity requirements for participants.
- Assist with the coordination of workshops and other educational offerings.
- Assess participants' needs and make recommendations for changes to education program to target and address those needs.
- Work with program staff to build volunteer base and improve volunteer experience.
- Compile testimonials with interviews and photos of existing participants and volunteers and



coordinate use of testimonials in marketing materials.

- Assist with developing and maintaining a network of marketing, referral, and prospective program partners, including neighborhood associations and other local non-profit agencies.
- Contribute to the development and implementation of new educational offerings.
- Participate in development and implementation of evaluation and monitoring of program.
- Occasional driving is necessary to perform some duties.
- Other duties as assigned.

Qualifications and Education Requirements

- High school diploma required.
- Minimum of 18 year of age, US citizen or permanent resident status
- College coursework or degree in community development, non-profit, or education fields preferred but not required

Preferred Skills

- Pass a criminal background and sex offender registry check.
- Must have excellent interpersonal communications skills, both one on one and in large groups.
- Proficiency with Microsoft Windows, Office, Access, and Publisher required.
- Ability to work a flexible schedule (some nights and weekends will be required)
- Experience and skill in working with people of diverse backgrounds.
- Excellent writing skills.
- Excellent organizational skills.
- Must have own transportation (mileage is reimbursed).

Reviewed By:	B Ferrigman	Date:	07/02/2015
Last Updated By:	K Dodd	Date/Time:	02/07/2016