

SERVICE ANNOUNCEMENT
AmeriCorps Member
Serving at Community Homeworks

Education and Volunteer Coordinator

Service date effective October 1, 2013.

Community Homeworks was founded in 2009 as an independent 501(c)(3) non-profit organization to fill the gaps in post purchase support for low income homeowners. Its mission is to live out the love of Jesus Christ through community development that produces and sustains dignified housing for low income families, a strategic network of good neighbors and the sustainable development of communities.

Community Homeworks' programs are designed to keep low income homeowners in Kalamazoo County sustainable by enabling them to maintain and protect their homes and empowering them with a complete set of skills, resources and tools to be successful. Our programs provide a comprehensive package of solutions for making housing affordable and safe.

Member Activities

This is a full time member position with a requirement to serve for a minimum of 1,700 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). Community Homeworks will also make additional training opportunities available. The member will earn a stipend of \$12,100 and may be eligible to participate in the AmeriCorps health insurance program and childcare benefits. Upon successful completion of the service year, the member will be eligible for a \$5,550 education award to pay off existing student loans or return to school.

The member at Community Homeworks will sustain the homeowner education program by implementing the existing curriculum and schedules. Revisions and new development are done as needed. The member will serve as community liaison for the program between Community Homeworks and other area community development corporations, with a focus on Kalamazoo Valley Habitat for Humanity. The member will strengthen the volunteer recruitment program for the education program and other areas of Community Homeworks. The member serving in this capacity will:

- Coordinate and execute workshops in home maintenance and repair for Habitat for Humanity families and the low income community
- Coordinate and schedule workshops several months in advance
- Expand upon and execute a marketing strategy to draw new eligible clients to the education program
- Maintain a referral service in coordination with neighborhood associations and other agencies for the program; develop new referral partners
- Recruit and retain volunteer teachers, assistants, and prop builders
- Recruit volunteers for other areas within Community Homeworks
- Assist instructors during the workshops as needed
- Revise curriculum and implement new workshops to meet the changing needs of attendees, partner agencies, and the low income community
- Work with the Habitat for Humanity liaison to track and report on partner attendance, sweat equity hours and program completion
- Maintain accurate records and data for the program
- Other duties as assigned by the Operations Director

Minimum Qualifications

- High school diploma, GED certificate or agree to achieve GED within the year
- Minimum of 18 year of age, US citizen or permanent resident status
- 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 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)
- College coursework or degree in community development or education field preferred but not required

Member Benefits

A stipend of \$12,100

Health insurance and child care benefits for eligible members

A \$5,550 Eli Segal Educational Award will be granted by the Corporation for National and Community Service Trust upon completion of the term of service, which can be used to pay off existing student loans or return to school.

Position-specific and field related training opportunities will be made available through Community Homeworks and Habitat for Humanity of Michigan.

Please submit cover letter and resume to:

Shaun Wright, Executive Director

Community Homeworks

Via e-mail to: swright@communityhomeworks.org

Via fax to: (269) 532-1717

Or mail to:

Community Homeworks

Attn: Shaun Wright

810 Bryant St.

Kalamazoo, MI 49001