

AmeriCorps Family Support Liaison

Reports to: Director of Homeowner Services, Kalamazoo Valley Habitat for Humanity

Duration: 12 Months (Sept. 26th, 2016-Sept. 25th, 2017)

Hours per Week: Approximately 36hrs/wk

Habitat for Humanity Michigan AmeriCorps Family Support Liaison is a full-time, 12-month (minimum 1,700 hours over the course of the term) position. The candidate will assist in supporting Kalamazoo Valley Habitat for Humanity's (Habitat) efforts in recruiting qualified low-income families for homeownership and home repair programs.

The Family Support Liaison will:

- Recruit partner families for homeownership and home repair programs.
- Build relationships and stay connected with other nonprofits that serve low- or fixed-income households, including employed, elderly, disabled, veteran, self-employed, or retired individuals/households.

Qualifications and Education Requirements

- High school diploma or equivalent required
- Must be 18+
- Must be a US Citizen or Permanent Resident
- Must pass a criminal history check; not all convictions are subject to denial

Preferred Skills

- Ability, willingness, and patience to communicate with a variety of people who are elderly, employed, retired, receiving disability, or receiving Social Security benefits.
- Competent computer skills (MS Office, including Word, Excel, Powerpoint, and Publisher).
- Able to offer support, resources, and encouragement to families and have the ability to show compassion and understanding
- Ability to perform work in a timely and professional manner while effectively communicating with other third parties.
- Willing to work with people and their circumstances (meet them where they are) without passing judgment

IMPORTANT DETAILS:

a. AmeriCorps Members will receive a total living stipend of \$12,530 (pre-tax), which is paid in equal installments twice per month.

b. AmeriCorps members receive an Educational Award at the end of the term worth \$5,775.

c. Full-time members are eligible for health insurance coverage and qualify for federal benefits, including child care.

d. The member will serve a term of service starting on September 26th, 2016, and ending on September 25th, 2017.

To Apply:

Please send a cover letter & resume to Bridget Ferrigan, AmeriCorps Program Manager, via email at bferrigan@habitatmichigan.org or via fax at 517-485-1509 by 5:00pm on September 7, 2016; alternately, applicants may apply via the online portal by visiting <http://habitatmichigan.org/get-involved/amerikorps/amerikorps-member-application>.

AmeriCorps, Habitat for Humanity of Michigan, and host sites within the program abide by Equal Employment Opportunity policy, and will be fair and impartial in all relations with applicants to the program. Assignment decisions will be made without regard to race, religion, color, national origin, age, gender identity, sexual preference, disability, or any other categories protected by federal, state, or local law.