

AmeriCorps Positions

Community and Youth Relations Coordinator

Service Week (days/hours): Mon-Fri ,5 days, 8 hours per day, *Occasional weekends, evenings*

No of Positions Available: 1

Position Objective or Goal: Member will support the Advocacy Program in managing the campus chapter and other youth relations programs. He/she will schedule campus chapter volunteer days and create a sustainable plan to involve campus chapters in the mission of Habitat-NYC and becoming advocates for affordable housing. The member will assist in managing community relationships, researching affordable housing and predatory lending initiatives, and assisting with the management of our Loan Rangers Financial Literacy program. He/she will develop materials for recruitment of advocacy volunteers and the community volunteer database.

Requirements:

Must be a High School Graduate
Strong research skills
Good program management skills
Excellent attention to detail
Excellent leadership, interpersonal and motivation skills
Interest in community development/community service
Strong self-motivation and initiative.
Good sense of humor
Computer literate will knowledge of Microsoft Office, particularly Word and Excel

Family Partners Coordinator

Service Week (days/hours): Mon-Fri ,5 days, 8 hours per day, *Occasional weekends, evenings*

No of Positions Available: 1

Position Objective or Goal: Member will provide support and assistance to the homeowners in the office and on site. Responsibilities will include coordinating work teams and schedules, tracking sweat equity hours, monitoring family partner performance and facilitating leadership opportunities and training. In addition, the member will work with the Family Partner Advisory Committee, help coordinate the Condominium Associations, assist with marketing homes through organizing and facilitating orientation and information meetings, and support families after they move in with the post closing support program.

Requirements:

Must be a High School Graduate
Excellent attention to detail
Excellent leadership, interpersonal and motivation skills
Interest in community development/community service
Strong self-motivation and initiative.
Good sense of humor
Computer literate will knowledge of Microsoft Office, particularly Word and Excel
Spanish language desirable

New Media/Communications/ Volunteer Relations Coordinator

Service Week (days/hours): Mon-Fri ,5 days, 8 hours per day, *Occasional weekends, evenings*

No of Positions Available: 1

Member will spend an average of 3 days per week working in the Volunteer Department and 2 days per week in the Communications Department. His/her dual role will be to 1) track, record and analyze our volunteer opportunities to ensure our volunteers receive a high quality experience and 2) maintain our volunteer and online community relationships through the use of our interactive social media program. He/she will assist in creating and expanding our on- and off-line communications and public relations initiatives and will to help expand and update our website and assist with writing, graphic design and media outreach.

REQUIRED:

Must be a High School Graduate

Excellent attention to detail

Excellent writing/communication skills

Able to cope with multitasking responsibilities.

Good knowledge of online and social media

Excellent leadership, interpersonal and motivation skills

Interest in community development/community service

Strong self-motivation and initiative.

Good sense of humor

Computer literate will knowledge of Microsoft Office, particularly Word and Excel,

Photography and/or video, design editing desirable