

# AmeriCorps Program

Thank you for your interest in AmeriCorps at Habitat for Humanity - New York City. Habitat is looking for AmeriCorps\*National Service members to serve along side Habitat – NYC in the upcoming service year (July or September 2009-July 2010.)

This rewarding experience allows you to play an essential role in Habitat-NYC's mission to unite, advocate and transform the lives of families and individuals within New York City through creating affordable housing. Our AmeriCorps come from all over the country and all walks of life, bringing a variety of experiences, skills and interests to Habitat-NYC. What they all have in common is concern for the community, quality of life issues and the desire to reach out to help families.

The following AmeriCorps positions are available at Habitat for Humanity - New York City:

- Community and Youth Relations Coordinator (1)  
Family Partners Coordinator (1)
- New Media/Communications/ Volunteer Relations Coordinator (1)

## Service Term

- Members must complete 1,700 hours of service, approximately 11 months of full-time (40 hours per week) service. Please consider this time commitment to ensure this is the right commitment level for you.
- Members serve from Aug or September 2010 to July 2011.

## Benefits of Service

While in service, AmeriCorps members receive:

- A living allowance of approximately \$450 (before taxes) every two weeks during the term of service
- An education award of \$4,725 after successful completion of the service term
- Health insurance (for members only)
- \$200 monthly towards housing accommodation
- Unlimited Monthly MetroCard for travel

## How to Apply

**If you believe this is the program for you, please send a cover letter and resume addressed to Monthina Williams. Please send it to the following email: [hmusah@habitatnyc.org](mailto:hmusah@habitatnyc.org)**

If we are interested in your application we will contact you to schedule an interview for the week of June 21.

**The deadline to submit an application is Friday, June 18, 2010.** If you have any questions, please do not hesitate to contact us at [hmusah@habitatnyc.org](mailto:hmusah@habitatnyc.org)

*'What I have gained through my service reaches far beyond construction knowledge and leadership opportunities. I have a new perspective on urban, low income, and my own life from my experiences with Habitat for Humanity New York City.'* Ben Snipes - Habitat –NYC AmeriCorps 2008/2009

## 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