



Rebuilding Together CapacityCORPS AmeriCorps Housing Preservation & Volunteer Projects Coordinator



Host Site: Rebuilding Together New York City

AmeriCorps Program: CapacityCORPS

Title: AmeriCorps Housing Preservation & Volunteer Projects Coordinator

Location: Brooklyn, New York

About Our Community

Rebuilding Together NYC serves homeowners in all five boroughs who are elderly and/or differently abled, including families with children and veterans by providing critical repairs and accessibility modifications. Most homeowners that we serve have incomes that fall below 50% of AMI, which, for a family of four, means that annual household earnings are \$57,000 or less. They are also disproportionately impacted by the corona virus. Often, these families must prioritize expenses like groceries, healthcare, and mortgage payments over home repairs, and their homes are in varying states of deferred maintenance. With one of the most aggressive real estate markets in the world and insufficient affordable housing, these repairs help maintain and preserve affordable housing and allow individuals to “age-in-place.” They also preserve a family asset and create more energy efficient, safe, and healthy homes, even more important now given the impact of COVID-19.

Summary of Position

The AmeriCorps Housing Preservation & Volunteer Projects Coordinator will improve our capacity to serve more homeowners and engage more volunteers through intake management, volunteer and homeowner communication, and project logistics. The AmeriCorps Housing Preservation & Volunteer Projects Coordinator will work with the Development Manager and Housing Program Manager to build and develop relationships with non-profits and other organizations involved in Home Rehabilitation and Preservation. This individual will be involved in supporting Rebuilding Together NYC’s home preservation initiative, including critical home rehabilitation and accessibility modifications. When permitting, this individual will also be responsible to ensure all aspects of a rebuilding projects and/or volunteer event days run smoothly by working with the Program Manager, Construction Manager, AmeriCorps Site Coordinators and other project leadership before, during and after the event. Deliverables for this position will include manuals, templates and formal procedures for volunteer and homeowner engagement and project management at Rebuilding Together NYC.

Essential Duties and Responsibilities

- Assist in reviewing homeowner and community facilities applications, ensuring they are complete and eligible for Rebuilding Together NYC’s services. Oversee and track applications, homeowner



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communication, and enter data into Salesforce, including work requested, and help with project prioritization.

- Review homeowner applications and identify eligible homeowners for the home rehabilitation and modification initiatives. Increase quality of service provided to homeowners and community center staff by assisting in pre-build project development through intake, project development and management, timeline planning, and meetings with homeowners, volunteers, and staff involved. Perform pre/post project follow ups with homeowners and community centers.
- Support Home Preservation communications, including fielding applicant inquiries via phone and email, helping with the implementation of an applicant newsletter, research related services for referrals, attend panels with community partners, and assist with other program communication as needed.
- Assist Development Manager with developing and implementing communications plan including social media to communicate with and grow our homeowner and volunteer bases.
- Contribute to Impact Measurements project by conducting homeowner surveys and collecting relevant data.
- Contribute to strategic planning research, including desk research on the housing preservation and construction sectors, ie. market shifts, and development of goals.
- Support the on-going database migration to Salesforce and new cloud service products.
- Collaborate with staff and AmeriCorps members in volunteer project design, placement, and liaison.
- Oversee and lead volunteer orientation, work-day activities, event photography and day of social media posts, as well as event set up/break down, if allowable and in compliance with NYC and NYS COVID-19 guidelines.

Knowledge, Skills, and Abilities

Required

- Proficiency with Office365, Microsoft Word, Microsoft Excel, and use of internet
- Ability to serve with and for a diverse community and staff
- Comfortable with public speaking, and working in a team environment
- Excellent interpersonal skills, positive service ethic, motivated, and task-oriented leader

Preferred

- Experience with Salesforce
- Experience managing or working with groups of volunteers
- Familiarity with New York City
- Excellent writing and verbal communication skills
- Bachelor's Degree or relevant life/work experience
- Volunteer service experience



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Description of Physical Demands

- Navigate NYC public transportation and driving in New York City traffic
- Lift at least 25 lbs as needed and assist with moving construction and program materials

Other Requirements

- Access to reliable transportation for daily commute
- Access to reliable transportation for regular travel during the workday as part of core responsibilities
- Comfort with traveling via public transportation throughout the workday (or willingness to learn), if not remote due to Covid-19
- Valid driver's license and good driving record for use of affiliate owned or rented vehicles or trucks
- Comfortable with driving, backing up and parking a cargo van (or willingness to learn)
- Use of a personal vehicle is not recommended due to heavy local traffic and/or tolls--public transportation will get you most of the places you need to go

Program Location

New York City, (all five boroughs)

Program Benefits

- Opportunity to address housing issues hands-on in your community.
- Work with and support 49 other AmeriCorps members across the country.
- Living allowance of \$15,000 over an 11-month term of service, which amounts to \$681 twice per month before taxes.
- Additional High Cost of Living Stipend: \$400/month to cover high, local living expenses
- Health insurance including dental and vision plans.
- Education Award of \$6,195 for qualifying education expenses or loans, upon completion of the term of service.
- Federal student loan forbearance and interest accrual payment.
- Positions are eligible for Public Service Loan Forgiveness.

Background Check

CapacityCORPS members are required to pass an FBI criminal background check with fingerprints, applicable state background checks, and an NSOPW check. For more information about disqualifying findings, visit our FAQ's on our website, www.rebuildingtogether.org/capacitycorps.



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Prohibited Activities

AmeriCorps members may not engage in any of the AmeriCorps Prohibited Activities (see below) directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed below. AmeriCorps members will not recruit or coordinate volunteers for the purposes of raising funds for his/her living allowance, Rebuilding Together's general operating expenses, or write grant applications for funding provided by CNCS or other federal agencies.

Any volunteer recruitment, training, management, or coordination listed above as completed by the AmeriCorps member pertains to volunteers engaged in work directly related to rebuilding project implementation only.

AmeriCorps Prohibited Activities

Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- a) Attempting to influence legislation;
- b) Organizing or engaging in protests, petitions, boycotts, or strikes;
- c) Assisting, promoting, or deterring union organizing;
- d) Impairing existing contracts for services or collective bargaining agreements;
- e) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h) Providing a direct benefit to—
 - i) A business organized for profit;
 - ii) A labor union;
 - iii) A partisan political organization;
 - iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v) An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;



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- j) Providing abortion services or referrals for receipt of such services; and
- k) Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

Citations:

- 45CFR § 2520.65 - http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm
- 2012 AmeriCorps Provisions IV.D.3 - <https://egrants.cns.gov/provisions/ACProvisions2012.pdf>