



# AmeriCorps National position description Community Outreach Coordinator

The Community Outreach Coordinator is called to serve as a Habitat for Humanity of Kent County “ambassador” to the neighborhoods of focus. The coordinator plays a critical role in strengthening relationships through planning, coordinating and implementing projects in partnership with neighborhood residents and organizations. These relationships will help you identify where Habitat for Humanity of Kent County’s housing and community development solutions can intersect with identified needs and aspirations. This is a full-time, temporary position for 10.5 months starting in mid-April.

## **Position Responsibilities:**

- Build relationships and partnerships with community residents, local organizations, and community stakeholders.
- Identify community improvement projects and implement them from planning through completion.
- Recruit residents for home improvement projects and other Habitat Kent programs
- Engage volunteers from community to support local improvement projects.
- Work collaboratively with the Neighborhood Engagement Team to align residents’ hopes and dreams with organization strategic goals
- Communicate with public for purpose of supporting the mission of strengthening neighborhood through partnerships relative to the mission of HFHKC
- Promote the mission, vision, and values of HFHKC
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## **Qualifications:**

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity of Kent County and AmeriCorps.
- Ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Detail oriented and highly organized.
- Experience working with volunteers, instructing individuals or facilitating groups.
- Experience working as a member of a team.
- Knowledge of community development practices.
- Basic experience with Microsoft Office Suite, especially Word and Excel.

**Requirements:**

- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least 18 or older.
- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.

**Physical requirements:**

- Ability to sit at a desk and computer for extended periods of time.
- About 30% of this position requires outreach in the community, including visiting buildings and homes that may have stairs, as well as occasionally serving on project sites that may have uneven terrain.

**Benefits of AmeriCorps service:**

- Living allowance of \$17,000 for approximately 10 ½ months of service.
- \*Segal Education Award of \$6,495, upon successful completion of service.

*Diversity and inclusion are valued and contribute to the success of our organization. We are an Equal Opportunity Employer and strive to create a workplace that is reflective of the communities we serve. All qualified candidates are encouraged to apply.*

**SEND YOUR RESUME WITH COVER LETTER TO: [HR@HABITATKENT.ORG](mailto:HR@HABITATKENT.ORG) BY WEDNESDAY, January 25, 2023.**