



**JOB TITLE: Family Services Coordinator AmeriCorps Member**

**REPORTS TO: Home Repair Manager**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to support Habitat LA's Home Preservation Program as we continue to diversify the forms of assistance we provide to low-income homeowners within our service area. The member will specifically aid in outreach, recruitment and qualification of eligible households to participate in our Home Preservation Program as well as ensuring successful completion of repairs and services rendered through homeowner case management. The member will target low-income households across specific demographics and populations including seniors, veterans, and manufactured homeowners who are working in affiliate focus areas. Each targeted population has a unique goal of households to be served over the next twelve months. With this being the case, the member will provide much needed support to in serving the needs of two to three times the typical number of households served by Habitat LA in a given year.

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

#### **SUMMARY OF ESSENTIAL FUNCTIONS**

- Conduct outreach to engage 2,500 individuals residing in Habitat LA service area and focus neighborhoods
- Coordinate a minimum of 12 information sessions to targeted populations of the Home Preservation Program (veterans, seniors, manufactured homeowners)
- Provide application assistance to at least 150 homeowners to submit a Home Preservation Program application
- Process 75 Home Preservation Program applications to qualify 40 eligible homeowners for Home Preservation Program services
- Provide case management support to 40 approved homeowners during repair process
- Assist in the coordination and delivery of Habitat LA's Home Preservation Resource Fair

#### **SUMMARY OF JOB QUALIFICATIONS**

- Valid Driver's License and ability to meet host site's insurance requirements.
- Microsoft Office Suite (especially Word/Excel)
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Ability to work with a diverse group of people
- Strong written and verbal communication skills
- Detail oriented and highly organized
- Strong research skills
- Experience working with volunteers
- Experience working as a member of a team
- A second language is highly desirable, with preferred language being Spanish.
- Public speaking experience preferred
- Marketing experience is helpful
- Knowledge of community development practices preferred

This is full-time position for 1 Service year in AmeriCorps. Work schedule is Monday through Friday, 9:00am-6:00pm with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

#### **TO APPLY (NO CALLS OR WALK-INS PLEASE):**

**If you'd like to join our team, please send a cover letter, resume and salary requirements to:**

**EMAIL:** [HR@habitatla.org](mailto:HR@habitatla.org) (Preferred)

**MAIL:** 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



Visit us at: [www.habitatla.org](http://www.habitatla.org)

Employment is contingent upon completion of a satisfactory background check.

*\*Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.*