



JOB TITLE: Project Development AmeriCorps Member

REPORTS TO: Director of Advocacy and Community Engagement

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to play an important role in deepening our affiliate's community impact through Neighborhood Revitalization and Community Engagement programs helping us to engage 5,000 community members. Through outreach, the member will support the NRI's objective of partnering with local organizations and residents, participating in neighborhood collaborative meetings, developing and implementing a resident leadership development program, and coordinating community projects to address neighborhood needs. The member will be instrumental in maintaining and developing relationships with networks and potential partners, develop and implement engagement programs and outreach activities focused on youth and veterans/military communities. 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

- Develop and implement a resident leadership program targeted toward the affiliate's NR areas.
- Manage one community project to address neighborhood needs as identified by the NR coalition or residents.
- Develop and implement two new and sustainable projects will be led by VISTA member that will increase capacity at the affiliate engaging Veteran/Military community and youth
- \$10,000 cash and in-kind resources will be raised utilizing systems and opportunities identified by VISTA member (includes resources raised for home building efforts, as well as ReStores, youth programs Nickels for Nails, ASBW and Youth United)
- Engage up to 5,000 individuals on projects related to this position. (Stakeholders, volunteers, youth, veteran/military, community members, staff, etc.)
- Develop and implement a Veteran/Military engagement plan that will result in 30 Veteran applicants identified for home repair and/or homeownership programs.
- The Veterans Advisory Council will grow to an active group of 12 individuals whose primary goal is outreach.
- Establish/maintain ten stakeholder partnerships focused on Veteran/Military or Youth programs

SUMMARY OF JOB QUALIFICATIONS

- Prior experience working with Community Organizing, Youth, Veteran's outreach and/or initiatives preferred, but not required
- Microsoft Office Suite (especially Word/Excel), Power Point, Internet research
- A second language is highly desirable, with preferred languages being Spanish
- Public speaking experience preferred
- Knowledge of community development practices preferred
- Experience to work with a diverse group of people
- Program management experience preferred
- Excellent written and interpersonal communication skills
- Organized and ability to manage details efficiently and effectively
- Computer proficient (MS Office) – Word, Excel, PowerPoint, Outlook
- Experience in management, customer service and motivation of volunteers a plus
- Basic understanding and commitment to the mission of HFH GLA
- Valid Driver's License and ability to meet host site's insurance requirements

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 (Preferred)

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



Visit us at: 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.*