



**JOB TITLE: Community Outreach AmeriCorps Member**

**REPORTS TO: VP of Programs**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to play an important role in providing outreach services in our expanded service area to promote our disaster response, home repair and home ownership programs, as well as help take applications from those applying for service and volunteering to assist with home repairs. In addition and emphasis will be placed on outreach for youth programs and enrolling new campuses as campus chapters in the expanded area. 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**

- Build relationships and partner with residents, local agencies, elected officials, and community stakeholders. These partnerships will help to identify areas where host site housing and community development solutions can intersect with the community's identified aspirations.
- Identify community improvement projects and plan and execute projects for successful completion (ex. Community clean ups, community garden, ABWK projects, etc.)
- Engage volunteers from the local community to support the local projects planned.
- Coordinate and document the implementation of host site's housing and community development solutions in partnership with the community.
- Monitor and evaluate the outcomes of the plan through our survey tool, Success Measures.
- Identify and reach out to high school and college campuses that have no Habitat affiliation to explain programs and assist with establishing new relationships.
- Do research to determine housing programs funded by local governments providing information for contact to senior staff for negotiation of program administration.
- Assist with establishing meetings and documenting agreements and implementations of new 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
- 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
- Strong research skills
- Detail oriented and highly organized
- Experience working with volunteers or teaching/group facilitation experience
- Experience working as a member of a team
- Previous experience with disaster mitigation
- Understanding of organizational growth and experience with expanding programs
- A second language is useful, with preferred language being Spanish
- Public speaking experience
- Knowledge of community development practices
- Project management experience

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.*



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2015–2017



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