



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 homeownership and home preservation programs 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 programs as well as ensuring successful completion services rendered by conducting homeowner case management. The member will target low-income households across specific demographics and populations including seniors, veterans and individuals affected by local fires while 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

- Assist in the recruitment of applicants for Habitat LA's homeownership and home preservation programs.
- Conduct outreach for new and existing programs to attract qualified households as needed. Activities may include: placing program fliers at businesses, faith communities, and local employers, and communicating and meeting with local social service agencies. Assist Programs staff in responding to calls and emails inquiring about homeownership in a timely manner, and promptly mail information packets to prospective applicants.
- Coordinate program information sessions and assist applicants with technical assistance to complete their program application.
- Become familiar with applicant files to be able to answer day-to-day questions.
- Work with the Programs Department staff to finalize materials for homebuyer selection. Tasks may include preparing financial eligibility calculations and summaries for the Homebuyer Selection Committee on each homeownership program applicant. Assist Programs Department staff in making all follow-up and clarification calls on program applications.
- Track sweat equity hours and send families monthly updates and letters.
- Work with Programs staff to deliver homebuyer education to program participants.
- Provide case management support to approved homebuyers and homeowners by performing: On-site visits, Phone check-in, Taking before/after photos and Conducting/collecting pre- and post-surveys
- Assist Programs staff with collecting needed homebuyer information to prepare for closings.
- Attend all department meetings. Prepare summaries on status of member projects and goals

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 (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.*