



Rebuilding Together CapacityCORPS AmeriCorps Program Coordinator



Host Site: Rebuilding Together Philadelphia

AmeriCorps Program: CapacityCORPS

Title: AmeriCorps Program Coordinator

Location: Philadelphia, PA

About Our Community

Rebuilding Together Philadelphia has provided free home repairs to 98 homeowners during FY 2020. We anticipate serving over 100 homeowners this FY. We currently have 4 distinct programs and work in 6 neighborhoods across the city. The homeowners we serve have difficulty maintaining their homes/affording critical home repairs. They often have to choose between food, medicine or hiring a contractor. Many of the homeowners we work with receive roofing, plumbing, electrical, masonry, and carpentry repairs. The AmeriCorps member will be working with homeowners from two economically distressed neighborhoods.

Summary of Position

The AmeriCorps Program Coordinator participates in all aspects of running two of our Block Builds at Rebuilding Together Philadelphia, from outreach to clients to working alongside volunteers. This position is a great opportunity for someone who likes every day to be different and seeks experience in nonprofit program coordination. They meet with clients, organize logistics for rebuilding projects, and collect data. The AmeriCorps Program Coordinator works as part of our team to increase our capacity, efficiency, and quality of services.

Essential Duties and Responsibilities

- Community outreach to current and future Block Build sites to gather homeowner applicants with local community partners. Includes: creating outreach materials, building partnerships, meeting with homeowners
- Oversee general volunteers in completing direct hands-on repairs. Ensure that volunteers are trained in their task and have access to tools/materials, that proper safety procedures are being followed, that the work product is of good quality, and that volunteers enjoyed and feel appreciated for their service.
- Arrange purchase and delivery of crucial project needs, including: tools and materials, personal protective equipment, dumpsters and other rented items, water and snacks. Maintain a system for warehouse inventory to allow bulk purchasing, the reuse or repurposing of tools/materials, and an efficient supply chain. Ensure routine maintenance of Rebuilding Together-owned tools between projects.
- Maintain a record-keeping system for program services, including client and project data. Coordinate homeowner intake and tracking. Including: managing requests for applications, conducting initial application review, coordinating technical home inspections, managing collection of intake documentation, and conducting homeowner orientations



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- Conduct homeowner surveys pre- and post-build to enable RTP to keep track of short and long-term outcomes and determine client satisfaction.
- Develop and coordinate trainings, resources, and presentations on healthy housing for both homeowners and volunteers. Encourage community and homeowner attendance through outreach strategies. Trainings such as these leverage our work by promoting community awareness of housing issues and empower people to perform routine home maintenance and reap the benefits.

Knowledge, Skills, and Abilities

Required

- Proficient with Microsoft Word, Excel, and use of internet
- Comfort with speaking and presenting in front of groups
- Ability to work equally well on independent projects as well as on collaborative, team projects
- Strong planning and organizational skills, attention to detail, able to work occasional evenings or weekends

Preferred

- Experience with construction methods, home repair, and housing issues
- Ability to function in a fast-paced, collaborative environment where each team member must balance being organized and detail-orientated with being flexible and keeping up with changing scopes of project work
- Ability to communicate in clear and encouraging language with a diverse community and staff—in writing, in person, and over the phone
- Valid driver's license and driving record to allow use of affiliate-owned or –rented vehicles or Trucks
- GED or trade certification

Description of Physical Demands

- Must be able to navigate an active construction site, including: climbing stairs and ladders, standing, lifting, and carrying for extended periods of time over difficult terrain.
- The majority of time will be spent in the office; they must be able to use a computer and phone for extended periods of time.
- Must be able to lift 50 pounds on a regular basis as part of their responsibilities to complete direct hands-on repairs and assist with the delivery of tools and materials.
- Must be able to lift 50 pounds on a regular basis as part of their responsibilities to bring materials to meetings, such as boxes of pamphlets, screen and projector, etc.
- They must be able to travel independently to meetings in the community and in client homes
- They will assist with several rebuilding days during the term—as such they must be able to walk, climb stairs, stand, lift, and carry for extended periods of time.

Other Requirements

- Access to reliable transportation for daily commute and travel during the work day or comfort with traveling via public transportation

Commitment Required

- September 20, 2021 – August 12, 2022 (11-month/1700 service hour commitment)
- Full-time over 11-month service term (39-40 hrs/wk)
- Typical service week is Monday-Friday, however volunteer events often occur on weekends and will require attendance

Program Benefits

Serving with CapacityCorps offers a range of leadership opportunities.

Here are just some of the benefits of our program:

- Opportunity to address housing issues hands-on in your community.
- Work with and support 49 other AmeriCorps members across the country.
- Living allowance of \$15,500 over an 11-month term of service
- Additional High Cost of Living Stipend: \$500 month to cover high, local living expenses
- Health insurance including dental and vision plans.
- [Education Award](#) of TBA May 2021 (was \$6,195 for 2020) for qualifying education expenses or loans, upon completion of the term of service.
- [Federal student loan forbearance and interest accrual payment.](#)
- Positions are eligible for [Public Service Loan Forgiveness.](#)
- Professional development benefit of \$200/member provided by RT National.
- Mental Health benefit provided by RT National (covers 6 visits with a mental health professional OR 6 months of an online/tele-service subscription).

Background Check

CapacityCorps members are required to pass an FBI criminal background check with fingerprints, applicable state background checks, and an NSOPW check. For more information about disqualifying findings, visit our FAQ's on our website, www.rebuildingtogether.org/capacitycorps.

Prohibited Activities

AmeriCorps members may not engage in any of the AmeriCorps Prohibited Activities (see below) directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed below. AmeriCorps members will not recruit or coordinate volunteers for the purposes of raising funds for his/her living allowance, Rebuilding Together's general operating expenses, or write grant applications for funding provided by CNCS or other federal agencies.



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Any volunteer recruitment, training, management, or coordination listed above as completed by the AmeriCorps member pertains to volunteers engaged in work directly related to rebuilding project implementation only.

AmeriCorps Prohibited Activities

Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- a) Attempting to influence legislation;
- b) Organizing or engaging in protests, petitions, boycotts, or strikes;
- c) Assisting, promoting, or deterring union organizing;
- d) Impairing existing contracts for services or collective bargaining agreements;
- e) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h) Providing a direct benefit to—
 - i) A business organized for profit;
 - ii) A labor union;
 - iii) A partisan political organization;
 - iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v) An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j) Providing abortion services or referrals for receipt of such services; and
- k) Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

Citations:



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- 45CFR § 2520.65 - http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm
- 2012 AmeriCorps Provisions IV.D.3 - <https://egrants.cns.gov/provisions/ACProvisions2012.pdf>