

Host Site: Rebuilding Together Baltimore
AmeriCorps Program: CapacityCORPS
Title: AmeriCorps Community Partner Coordinator
Location: Baltimore, MD

About Our Community

Rebuilding Together Baltimore has been working on Safe & Healthy Housing and Community Revitalization in Baltimore neighborhoods since 1989. We have assisted over 1,500 low-income homeowners in that time. We focus on target neighborhoods, and work in partnership with other organizations to maximize our impact on those neighborhoods. In addition to helping individual homeowners, we also complete community benefit projects in our target neighborhoods which include public art projects, murals, community gardens, general community clean-up and more. As an AmeriCorps member with Rebuilding Together Baltimore, you will have the opportunity to experience the inner workings of a small nonprofit that is striving to make Baltimore a better place. You will also help build our capacity and continue to improve our services to the community.

Summary of Position

The AmeriCorps Community Partner Coordinator strives to build trust and awareness among targeted client populations most in need of our services and activate the local community to get involved. The AmeriCorps Community Partner Coordinator represents Rebuilding Together in the community and builds relationships with community groups and leaders. They identify opportunities to collaborate with community partners to better serve our clients and communities. The AmeriCorps Community Partner Coordinator identifies and implements outreach strategies and techniques to increase homeowner applications and engage volunteers (both skilled and unskilled). The AmeriCorps Community Partner Coordinator serves as a contact for all clients and volunteers, and ensures a good flow of communication before, during, and after volunteer projects.

Essential Duties and Responsibilities

- Meet with community organizations, neighborhood associations, and other local leaders serving or working with our targeted communities or client populations. Represent Rebuilding Together at community forums, coalition meetings, etc. Through these means, identify ways to collaborate to meet the needs of clients, share best practices, partner on volunteer events, and build a strong client referral network.
- Work with other team members to coordinate the client application process, including: assisting potential clients with the application, managing homeowner application intake, and completing initial interviews with clients.
- Develop and maintain community partnerships to support a strong pipeline of volunteers to participate in rebuilding events, including: conduct research to identify potential partners,

coordinate and participate in outreach meetings, and serve as main point of contact with partners for volunteering matters.

- Collaborate with staff to place volunteers with appropriate rebuilding projects, schedule projects and develop project timelines, get tools and materials on site, and meet with clients to ensure they know what to expect on project day.
- Interview or survey homeowners and volunteers after project completion to capture their experiences with Rebuilding Together. Report findings to the team and suggest solutions for improving our delivery of a high quality of services to homeowners and volunteer experience to volunteers.
- Pursue a robust client and volunteer outreach strategy that will increase awareness of our services among our target populations, including: attending community meetings and other events; creating and distributing materials; contributing client- and volunteer-focused content for social media, newsletter, and website; presenting at community organizations and tabling at resource and volunteer fairs.
- Complete direct hands-on repairs, including but not limited to: rough/trim carpentry, tile work, grab bar installation, wheel chair ramp/safe entry/egress repairs, interior/exterior painting, and weatherization.
- As a grassroots non-profit, all team members will have an active role in implementing larger rebuilding projects throughout the year. They will assist with project logistics several times throughout the year, including registering volunteers, checking in with homeowners throughout the project day, coordinating volunteer logistics such as lunches and bathrooms, assisting with set up/tear down, and taking photos.

Knowledge, Skills, and Abilities

Preferred

- Experience with construction, home repair, and housing issues
- Ability to work on multiple tasks in a growing and changing environment, with flexibility/adaptability
- Volunteer service experience; managing or coordinating other volunteers is a plus
- Able to absorb complex information quickly and communicate that information effectively
- Well-organized, detail-oriented, self-motivated, flexible
- Ability to compose professional written communications for a variety of audiences, including social media (Facebook, Twitter, e-Newsletter)

Required

- Bachelor's degree or equivalent work/volunteering experience
- Proficient in Microsoft Word and Excel or similar
- Solid interpersonal skills and ability make connections and build relationships with both volunteers and clients
- Comfort with speaking and presenting in front of large groups--experience training or teaching adults/volunteers is a plus
- Ability to work with diverse clients, volunteers, and staff to create a friendly, helpful atmosphere
- Ability to work equally well on independent projects as well as on collaborative, team projects
- Positive and optimistic attitude, good problem-solving skills

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 30 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 30 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
- Access to reliable transportation for regular travel during the work day as part of core responsibilities
- Use of a personal vehicle is recommended due to inadequate public transportation
- Valid driver's license and driving record to allow use of affiliate-owned or –rented vehicles or trucks
- Comfort backing up a vehicle with a trailer (or willingness to learn)

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.

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:

- 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>