



# Rebuilding Together CapacityCORPS

## AmeriCorps Project Coordinator



Host Site: Rebuilding Together DC - Alexandria

AmeriCorps Program: CapacityCORPS

Title: AmeriCorps Project Coordinator

Location: Alexandria, VA

### Summary of Position

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A well-run rebuilding project requires a lot of planning and skill behind the scenes to ensure that clients, volunteers, and others come together to have an impactful, uplifting project day. The AmeriCorps Project Coordinator manages rebuilding projects from start to finish, beginning with the initial visit to assess the client's home repair needs, through the completion of the workscope and final project evaluation. They'll coordinate with clients, skilled volunteers, community partners, vendors, inspectors, and staff to develop and implement sustainable and effective project logistics practices. The AmeriCorps Project Coordinator will follow up with clients after each project to ensure that the health or safety concerns of the clients were addressed according to the workscope and complete punchlist items.

### Essential Duties and Responsibilities

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- Coordinate communication between clients, staff, House Captains, and contractors such that all parties are on the same page about work scope, timeline/timing of project elements, and expectations.
- Meet with clients to complete home assessments, develop a work scope and materials list, and collaborate with other team members to develop a project timeline (especially if coordination with volunteers or contractors is required).
- 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.
- 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.
- Recruit House Captains to provide on-site leadership of volunteers completing direct hands-on repairs and other skilled-trades volunteers to complete skilled repairs and modifications. Possibly conduct trainings to bring volunteers in leadership/specialty roles up to speed on Rebuilding Together's model of delivering services and completing projects.
- Obtain necessary permits, inspections, and other approvals to begin work.
- At the end of each rebuilding day, evaluate productivity against the workscope and ensure quality and completion of work. Upon completion of the project, and in coordination with the AmeriCorps Outreach Coordinator, survey clients to measure outputs, short- and long-term outcomes and overall client satisfaction.

## Knowledge, Skills, and Abilities

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### Preferred

- Bachelor's Degree or relevant life/work experience
- Experience with database, inventory, or willingness to learn
- Solid interpersonal skills and ability to make connections and build relationships with volunteers
- Ability to work with diverse clients, volunteers, and staff to create a friendly, helpful atmosphere
- Volunteer service experience; managing or coordinating other volunteers is a plus

### Required

- Comfort with speaking and presenting in front of large groups--experience training or teaching adults/volunteers is a plus
- Proficient with Microsoft Word, Excel, and use of internet – experience with Salesforce a plus
- 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

## Description of Physical Demands

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- 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.
- Approximately 50% 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 20 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.
- They must be able to travel independently to meetings in the community and to client homes in the Alexandria, VA area and Washington DC
- 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

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- Access to reliable transportation or mass public transportation for daily commute
- Access to reliable transportation for regular travel during the work day as part of core responsibilities
- Valid driver's license and driving record to allow use of affiliate-owned or –rented vehicles or trucks

## Background Check

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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](http://www.rebuildingtogether.org/capacitycorps).

## Prohibited Activities

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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



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- 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](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>