



# Rebuilding Together CapacityCORPS

## AmeriCorps Program Coordinator



Host Site: Rebuilding Together Seattle  
AmeriCorps Program: CapacityCORPS  
Title: AmeriCorps Program Coordinator  
Location: Seattle, WA

### About Our Community

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Located in the foothills of the Cascade Mountains between Lake Washington and Puget Sound, Seattle is the largest city in the Pacific Northwest and one of the fastest growing in the country. Despite our rainy reputation, the city experiences mild temperatures year round and a beautiful summer season, making it a great place to explore the many unique neighborhoods and outdoor opportunities. As the city has grown, however, numerous challenges in the affordable housing landscape have surfaced. Neighborhoods are undergoing immense change, amplifying the disparity in wealth as brand new million dollar homes appear right next to modest houses in need of critical maintenance. With limited affordable home repair options, longtime residents are facing pressure to leave their communities. One of Rebuilding Together Seattle's objectives is to preserve neighborhood diversity by mobilizing volunteers and community members to lead free home repairs for our neighbors in need. When you join Rebuilding Together, you'll have the chance to affect change in your own backyard, as we strategically concentrate resources in neighborhoods to build safe homes and communities.

### Summary of Position

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The AmeriCorps Program Coordinator is involved in all aspects of Rebuilding Together Seattle's program operations, from working with low-income homeowners to meeting with program supporters, such as volunteers, corporate partners, municipal agencies, and other nonprofits, and from planning Rebuilding Days to performing hands-on repairs. This position is a great opportunity for someone who is looking to develop the hard and soft skills that they can carry with them through a career in the nonprofit, public, or private sectors. The position offers a dynamic working environment where every day the AmeriCorps Program Coordinator will be supporting our organization's mission through meeting concrete objectives while performing such tasks as conducting homeowner outreach, activating community volunteers, organizing project logistics, and compiling program data. The AmeriCorps Program Coordinator is an integral part of our small team in increasing our capacity, efficiency, and quality of services.

### Essential Duties and Responsibilities

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- Facilitate the program application process for homeowners, including: fielding phone inquiries, assisting potential participants with completing the application materials, processing homeowner applications, conducting site previews and initial interviews, preparing home assessment reports, and tracking the homeowner application/approval process.
- Collaborate with staff to place volunteer groups with appropriate rebuilding projects or secure contractors, schedule projects and develop project timelines, procure tools and materials on

site, and manage homeowner communications and expectations through the planning and rebuilding process.

- Assist in the management of program/project volunteer intake. Evaluate skill sets and interests to activate volunteers. Provide overviews and trainings to help onboard volunteers and oversee their work through our programs. 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, food, water and snacks. Maintain warehouse inventory to allow for stocking, the reuse or repurposing of tools/materials, and accepting in-kind project material donations.
- Maintain a record-keeping system for program services, including homeowner and project data. Evaluate program data and create reports on progress toward program goals. Complete project closeout and reporting for rebuilding projects across programs.
- Develop and coordinate trainings, resources, and presentations on healthy housing for both homeowners and volunteers. Encourage community and homeowner attendance through outreach strategies. Leverage our work by promoting community awareness of housing issues and empower people to perform routine home maintenance, improving health outcomes and lowering homeownership costs.
- Support the AmeriCorps Outreach Coordinator in pursuit of a robust homeowner and volunteer outreach strategy that will increase awareness of our work among our target populations, including: attending civic and business meetings and other events; creating and distributing homeowner outreach collateral materials (such as flyers, brochures, and one-pagers); contributing homeowner- and volunteer-focused content for our social media, newsletter, and website; presenting at community organizations and tabling at resource and volunteer fairs.

## Knowledge, Skills, and Abilities

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### Preferred

- Experience with construction methods, home repair, and housing issues
- Comfort with speaking and presenting in front of large groups--experience training or teaching adults/volunteers is a plus
- Ability to work equally well on independent projects as well as on collaborative, team projects
- Experience with database management, design software, or data analysis programs is a plus

### Required

- Bachelor's degree or equivalent work/volunteering experience
- Solid interpersonal skills, good emotional intelligence, and ability to make connections and build relationships with program participants
- 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
- Proficient with Microsoft Office and internet research
- Strong learner with a positive approach, comfortable working in a collaborative and flexible environment while focused on continual improvement and high quality outputs



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- Exceptional communications skills, with the ability to communicate clearly and encouragingly with a diverse community of stakeholders and staff—in writing, in person, and over the phone

### Description of Physical Demands

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- The AmeriCorps Program Coordinator must be able to lift 25+ pounds on a regular basis as part of their responsibilities to complete direct hands-on repairs and assist with the delivery of materials and tools
- The AmeriCorps Program Coordinator 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 for regular travel during the work day as part of core responsibilities
- Use of a personal vehicle is recommended due to inadequate public transportation across our large coverage area

### Program Location

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Seattle Metro Area

- Vibrant city life
- Abundant outdoor activity

### 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 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>