



Rebuilding Together CapacityCORPS

AmeriCorps Program Coordinator



Host Site: Rebuilding Together Twin Cities
AmeriCorps Program: CapacityCORPS
Title: AmeriCorps Program Coordinator
Location: Minneapolis, MN

About Our Community

Rebuilding Together Twin Cities currently has more than 250 homeowners who have requested assistance on our waiting list, and we receive 20-25 new requests each month. The need for our services is significant and will continue to grow. HUD defines cost-burden as spending more than 30% of a household's annual income on housing costs. The 2019 State of the State of Housing Report notes that more than 1 in 4 — or 572,133 — households in Minnesota pay more than they can afford for housing, forcing difficult trade-offs. These families may have to cut back on necessities like food, education and medicine simply to pay their rent or mortgage. They do not have room in their budgets for repairs to their homes. The Twin Cities region has the second highest rate of homeowner cost-burden in the State — 20% of homeowners are cost-burdened and 7% are severely cost-burdened (spending more than 50% of their income on housing).

These challenges are exacerbated by other factors, including aging housing stock, growing senior population, scarcity of affordable housing options for seniors, increasing costs of assisted living versus aging-in-place, deferred maintenance among low-income homeowners, and more. In addition, the changing ethnic/racial demographics of our community present unique challenges, and we are committed to continuing to focus on serving previously under-served groups, including the Hmong community.

We serve the seven-county Metro area, including Minneapolis and St. Paul. The Twin Cities region is consistently ranked high for livability with many amenities, such as parks/green space, restaurants, and entertainment offerings. The Twin Cities are home to more than 15 colleges and universities and the region is considered a desired place to live by many young people due in part to a good public transportation system, affordable housing, and reasonable cost of living.

Rebuilding Together Twin Cities would be a great fit for AmeriCorps candidates who are energetic, driven, and want to have a meaningful impact on the lives of low-income homeowners from diverse backgrounds.

Summary of Position

The AmeriCorps Program Coordinator oversees all aspects of running a program of Rebuilding Together, from meeting with clients to developing scopes of work, or from presenting to volunteer groups to managing inventory. This position is a great opportunity for someone who likes every day to be different and seeks experience in nonprofit program coordination. The AmeriCorps Program Coordinator meets with clients, activates community volunteers, organizes logistics, oversees rebuilding projects, collects

data and compiles program reports. The AmeriCorps Program Coordinator is involved in all aspects of our organization and work as part of our team to increase our capacity, efficiency, and quality of services.

Essential Duties and Responsibilities

- Pursue a robust client and volunteer outreach strategy that will increase awareness of the program 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.
- Oversee the client application process for the program, including: assisting potential clients with the application, managing homeowner application intake, completing initial interviews with clients, completing home assessments, and tracking the client application/approval process in the database.
- Collaborate with staff to place volunteers with appropriate rebuilding projects or secure contractors, 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.
- 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. Evaluate program data and create reports on progress toward program goals. Complete any paperwork and file closeout for each rebuilding project within the program.
- 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

Preferred

- Experience with database, inventory, and barcoding systems or willingness to learn
- 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
- Spanish or Hmong would be a plus, but not required

Required

- Volunteer service experience; managing or coordinating other volunteers is a plus
- Proficient with Microsoft Office programs and use of internet
- 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

- 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.
- 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 materials and tools.
- 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
- 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



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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



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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>