Rebuilding Together CapacityCorps  
AmeriCorps Program Coordinator - Disaster Resiliency Fellow

Host Site: Rebuilding Together Nashville  
AmeriCorps Program: CapacityCorps  
Title: AmeriCorps Program Coordinator - Disaster Resiliency Fellow  
Location: Nashville, TN

About Our Community
Like many growing metropolitan areas in the United States, Nashville is struggling to address an affordable housing crisis. Gentrification and development in the city's urban core are changing Nashville's real estate market and threatening Nashville's affordable, urban and historically black neighborhoods. Rebuilding Together Nashville has a seat at the table as Nashville's leaders seek solutions and growth strategies that will benefit our entire city. We aim to be an integral part of the solution by helping Nashville's most vulnerable homeowners to stay in their homes, and by renovating and maintaining Nashville's affordable, single family housing stock. AmeriCorps members at Rebuilding Together Nashville are intricately involved in our agency's work and will have a front-row view of Nashville's ongoing and multi-faceted effort to ensure that Nashville is a great and affordable place to live for all those who want to live here.

Summary of Position
The AmeriCorps Program Coordinator - Disaster Resiliency Fellow will support Rebuilding Together Nashville (RT) by building organizational capacity to prepare the affiliate to respond to potential natural disasters, and by supporting RT’s community revitalization work in its target community of Greater Bordeaux in Nashville. This community was devasted by the Nashville flood of 2010 and the flood’s impacts still reverberate in the community 10 years later. The Fellow will attend monthly trainings led by outside experts and national staff on key topics related to disaster preparedness, resilience and recovery. In addition, the Fellow will assist with all aspects of executing a successful community revitalization initiative in Greater Bordeaux, from meeting with homeowners and community leaders to developing scopes of work, or from leading volunteer groups in hands-on repairs 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 Fellow will help ensure that RT is prepared to address and play a leadership role in the event of future natural disasters including floods or tornadoes (both of which have struck Nashville in the past 25 years). More broadly, the Fellow will be 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
Disaster Resiliency Responsibilities (approximately 30% of time)
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- Actively participate in monthly disaster resilience trainings provided to all Fellows. Apply and incorporate information from those trainings to RT’s systems and policies in order to build RT’s capacity to respond to future natural disasters.
- Complete a disaster risk assessment for Nashville.
- Complete an assessment of common home repair needs following common natural disasters in Nashville. The assessment will include identifying the skills and resources needed to provide those repairs, identifying gaps in RT’s ability to respond and developing plans to address broader community needs in the event of future natural disasters.
- Complete an assessment of program assets and resources, such as tools/materials, homeowner files, etc. Develop a plan for backing up, evacuating or otherwise protecting those resources during a natural disaster.
- Identify and connect with potential partners in the disaster response space, such as VOADs, and emergency communication platforms.

Community Revitalization Responsibilities (approximately 70% of time)

- Support the homeowner and community space application process for work in RT’s target community of Greater Bordeaux, including: assisting potential clients with the application, lead 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.
- 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 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.
- Develop and coordinate trainings, resources, and presentations on disaster preparedness/resilience and 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.
- Pursue a robust client and volunteer outreach strategy that will increase awareness of the program and disaster preparedness/resilience 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.
Knowledge, Skills, and Abilities

**Required**
- Volunteer service experience; managing or coordinating other volunteers is a plus
- Proficient with Microsoft Word, Excel, 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

**Preferred**
- Experience or familiarity with disaster response and resilience topics
- 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

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.
- A significant portion 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.
- 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, and they must be comfortable working outdoors for up to four consecutive hours in all weather including heat, cold and rain

Other Requirements

- Access to reliable transportation for daily commute and occasional 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)
Program Location

Nashville is a vibrant, growing city. Its reputation as "Music City" is well-known, but Nashville is also home to one of the nation's fastest-growing immigrant populations, the Stanley cup contending Nashville Predators hockey team, fantastic outdoor recreation opportunities, a culinary scene that rivals that of any other major US city, and so much more! AmeriCorps members at Rebuilding Together Nashville will have the opportunity to explore all Nashville has to offer during their service year.

Program Benefits

- Nonprofit management experience such as partnership development, community engagement, volunteer management and program development.
- Opportunity to address housing issues hands-on in your community.
- Work with and support 49 other AmeriCorps members across the country.
- Living allowance of $12,000 over 8-month term of service, which amounts to $750 twice per month before taxes.
- Additional $150 high cost of living stipend provided by the affiliate
- Health insurance including dental and vision plans.
- Education Award of $4,266 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.

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;
  - 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: