



Rebuilding Together CapacityCORPS AmeriCorps Program Coordinator



Host Site: Rebuilding Together Silicon Valley
Location: San Jose, CA
AmeriCorps Program: CapacityCORPS
Title: AmeriCorps Program Coordinator
Commitment: 11 months (Fall 2022 Cohort)
Term Types Available: Full-time, Part-time, Quarter-time

[APPLY HERE](#)

Summary of Position

As the AmeriCorps Program Coordinator, you will strive to build trust and awareness among targeted client populations most in need of our services and activate the local community to get involved. In this position, you will represent Rebuilding Together in the community and build relationships with community groups and leaders. You will identify opportunities to collaborate with community partners to better serve our clients and communities. You will also identify and implement outreach strategies and techniques to increase homeowner applications and engage volunteers (both skilled and unskilled). As the AmeriCorps Program Coordinator, you will coordinate with clients, skilled volunteers, community partners, vendors, inspectors, and staff to develop and implement sustainable and effective project logistics practices. You will serve as a contact for all clients and volunteers, and ensure 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.
- 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 Day and Safe at Home 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.

- 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.
- Play a critical role in the roll out of our first “Building a Healthy Neighborhood”, taking ownership of client outreach and/or logistical support.
- 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

Required

- 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

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)
- Bachelor’s degree or equivalent work/volunteering experience

Description of Physical Demands

- 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 20 pounds on a regular basis as part of their responsibilities to bring materials to meetings, such as boxes of pamphlets, screen and projector, etc.
- Must be able to travel independently to meetings in the community and in client homes.
- 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.



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- Ability to sustain high-level of activity on project event days.

Other Requirements

- Access to reliable transportation for daily commute
- 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)
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202
- Comply with AmeriCorps Prohibited Activities listed in 45 CFR § 2520.65

Commitment Required

- Fall Cohort: Can start between September 1-14 or October 1-14, 2022
- Term types available: full-time 40hrs/wk (1700hr term), part-time 20hrs/wk (900hr term), quarter-time 12hrs/wk (450hr term)
- Typical service week is Monday-Friday (full-time, part-time or quarter-time), however volunteer events often occur on weekends and will require attendance

Program Benefits

- Living allowance over all 11-month terms of service:
 - Full-time 40hrs/wk (1700hr term) - \$19,008
 - Part-time 20hrs/wk (900hr term) - \$9,504
 - Quarter-time 12hrs/wk (450hr term) - \$5,032
- Additional High Cost of Living Stipend:
 - First Year Member – \$1,000/month to cover high, local living expenses
 - Second Year+ Member - \$1,100/month to cover high, local living expenses
- Signing bonus for second year+ members of any AmeriCorps program:
 - Full-time 40hrs/wk (1700hr term) - \$500
 - Part-time 20hrs/wk (900hr term) - \$300
 - Quarter-time 12hrs/wk (450hr term) - \$100
- Eligible for a relocation reimbursement of up to \$200 for qualifying expenses.
- Travel to one in-person Rebuilding Together event with other AmeriCorps members (Details TBD. Pending COVID safety).
- Health insurance including dental and vision plans (only available to full-time members).
- May be eligible for scholarships for graduate certificates in Nonprofit Leadership & Management or similar.
- Professional development benefit of \$200/member provided by RT National.
- Access to LinkedIn Learning professional development trainings/courses.
- Mental Health benefit provided by RT National (covers 6 visits with a mental health professional OR 6 months of an online/tele-service subscription).



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- [Education Award](#) for qualifying education expenses or loans, upon completion of the term of service:
 - Full-time 40hrs/wk (1700hr term) - \$6,495
 - Part-time 20hrs/wk (900hr term) - \$3,247.50
 - Quarter-time 12hrs/wk (450hr term) - \$1,718.25
- [Federal student loan forbearance and interest accrual payment.](#)
- Positions are eligible for [Public Service Loan Forgiveness.](#)
- AmeriCorps [childcare benefit.](#)

To learn more about our benefits and/or commitment requirements, visit our FAQ page on our website at www.rebuildingtogether.org/capacitycorps.

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