

AmeriCorps National position description

Homeowner Services Coordinator



Local Habitat organization	Pensacola Habitat for Humanity
Host site manager	Laura Vermilliano
Direct supervisor	Betsy McDonald
Length of term of service	<input checked="" type="checkbox"/> Full time for 10 ½ months <input type="checkbox"/> Full time for six months <input type="checkbox"/> Part time for 10 ½ months
Service week (days/times)	Monday – Friday; 8AM – 4PM with occasional evenings or weekends
Is a personal vehicle required for service?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will member be actively building on the construction site at least one day per week?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Pursuant to current Habitat for Humanity policy, this position requires full vaccination against COVID-19, except to the extent such requirement is prohibited by applicable law.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Homeowner Services Coordinator

The most compelling need for our community is more affordable houses for modest to moderate-income families. The Homeowner Services Coordinator builds and maintains the pipeline of homeowner families by leading efforts to recruit, educate, and identify volunteer mentor opportunities within the Habitat affiliate, and identify needs homeowners have post-closing. This role involves recruiting homeowner families and serving as their point of contact as they go through the application process. This position will focus on homeowner services aspects of Habitat affiliate operations and will benefit people 65 and older, people with disabilities, military veterans, youth, young professionals, and faith-based populations.

Service activities

- Coordinate existing programs to recruit homeowner applicants for traditional homeownership opportunities.
- Conduct applicant orientations and assist individuals and families throughout the process of completing the housing application.
- Conduct all workshops including home buyer workshops I and II, and all of pre-closing educational courses.
- Conduct all courses relating to post-closing homeowner continued education.
- Work with the family services (coaches) committee and staff members to provide educational opportunities to homeowner families.
- Recruit homeowner families to reengage in Pensacola Habitat opportunities.
- On occasion, build alongside homeowner families as they complete their homeownership requirements.

AmeriCorps members may not perform prohibited activities as outlined in [45 CFR §2520.65](#) nor may they supplement, duplicate, or displace staff members in place at the host site.

Member development

Minimum expectations are outlined in the member development guidance, which will be available during the interview process, with the understanding that further trainings may be required, as determined by the host site, Habitat for Humanity International or our federal funder. AmeriCorps National members' training may not exceed 20% of their aggregate hours.

Experience, knowledge, and skills

MINIMUM REQUIREMENTS

- AmeriCorps members must be a U.S. citizen, national or lawful permanent resident.
- AmeriCorps members must be at least 18 or older.
- AmeriCorps members must have a high school diploma or GED.
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.
- Valid Driver's License and ability to meet host site's insurance requirements.

OUR IDEAL CANDIDATE HAS:

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity International and AmeriCorps.
- The ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Attention to detail and is highly organized.
- Experience working with volunteers, instructing individuals, or facilitating groups.
- Experience working as a member of a team.
- Basic experience with Microsoft Office Suite, especially Word, Excel, and Teams.

PHYSICAL REQUIREMENTS

- Ability to sit at a desk and computer for extended periods of time.

Service site environment

Member will primarily serve in an open-space office and will share the area with other staff or fellow members. Each member will have a desk, computer (with email and internet access) and a phone for service-related tasks. Shared resources include a printer, copy machine, fax machine as well as office supplies.

Benefits of AmeriCorps service

- Full-time living allowance \$17,600 for approximately 10 ½ months of service.
- Part-time living allowance \$9,000 for approximately 10 ½ months of service.
- Full-time living allowance \$9,000 for approximately six months of service.
- **Segal Education Award** upon successful completion of service.
- Health care benefits and enrollment in Employee Assistance Plan.
- Personal and medical leave — approximately 10 days total.
- Possible **forbearance** or deferment of qualified student loans.
- **Childcare** benefits, if you qualify.
- Worker's compensation insurance.