



AmeriCorps National Position Description

Affiliate/Host Site Name: Pensacola Habitat for Humanity	Host Site Manager (HSM) Name: Kevin Thomas
Program: AmeriCorps National Member Role: Community Outreach Coordination	Will members engage in any of these programs? <input type="checkbox"/> Disaster Recovery <input type="checkbox"/> Neighborhood Revitalization <input type="checkbox"/> Veterans/Military Families <input checked="" type="checkbox"/> None
Service Week (days/times): Monday – Friday, 8:30 AM – 5:00 PM with occasional evenings/Saturdays	Direct Supervisor Name: Sue Evans
Will this member be actively building on the construction site at least one day per week? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

Goals (position’s goals in relation to the project as a whole, as well as the impact the project will have in the community)

Marketing the program to potential applicants and marketing the home ownership opportunity throughout the community.

Presenting a program overview to potential applicants in both a group setting and one-on-one. Recording and tracking outreach activities. Providing marketing content through social media. Creating and distributing marketing materials. Pursuing opportunities for and staffing community events for example, the member may be responsible for planning, with our staff, events such as our annual signature event: The Pensacola Hot Wheels Food Truck Festival. The member will also be asked to join staff at the event to work the event and manage volunteers at the event. Marketing to businesses to reach employees. Creating partnerships with churches to reach members.

100 applicants will be recruited and/or managed by this AmeriCorps member in the promotion of successful home ownership.

10 businesses will be recruited and/or managed by this AmeriCorps member in the pursuit of opportunities to reach employees.

10 churches will be partnered with to reach members with the home ownership message.

120 pieces of content will be created for social media marketing, including: weekly motivational stories; weekly financial or home maintenance tips; monthly videos.

- Outputs:** Measurable targets must be included and should be targeted **PER MEMBER**. Please use the shared outputs below, inserting “0” if not applicable.
- **0** volunteers will be recruited and/or managed by this AmeriCorps member in the building, rehabilitation, or repair of homes (repairs include ABWK, Weatherization, Critical Home Repair)
 - **0** homes will be built, rehabilitated or repaired in partnership with low-income families and individuals by this AmeriCorps member and volunteers (repairs include ABWK, Weatherization, Critical Home Repair)
 - **0** individuals (adults and children) will be provided housing services by this AmeriCorps National member
 - **0** individuals affected by a disaster
 - **0** individuals who are veterans, active military, or their family members

- Responsibilities of the position**
- Present program overview to potential applicants in both a group setting and one-on-one
 - Record and track recruitment activities and applicants
 - Pursue opportunities for staff community marketing events such as Open House events and community housing fairs

Any changes/updates to a member’s position description must be approved by your HFHI specialist.



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- Create and distribute posters, flyers, and postcards, and distribute brochures and applications
- Assist with creating marketing books that promote home designs and amenities
- Provide content for social media, including: motivational stories, financial tips, home maintenance tips, inspirational quotes
- Market to businesses that will allow us to reach their employees with our program message (we reach out to businesses who may have families interested in our program and we are building relationships with those businesses.)
- Create partnerships with area churches to reach their congregation

Required Meetings, Trainings and Events: Minimum expectations are outlined below, with the understanding that further trainings may be required as determined by HFHI, CNCS or the Host Site.

- On Site Orientation to local host site
- First Aid/CPR
- HabitatLearns “Foundations of Habitat” series
- Lockton Safety Courses
- Build-a-Thon (spring)
- National Days of Service (MLK Day required, 9/11 Day of Remembrance and AmeriCorps Week encouraged)
- HFHI Host Site Monitoring Reviews and periodic check-in calls
- Monthly meeting with HSM (minimum)
- Bi-weekly meeting with direct supervisor (minimum)
- Life After AmeriCorps Training (LAFTA)
- Staff meetings, Board meetings and home dedications, as appropriate
- Annual staff/AmeriCorps team build day
- Individual and/or group professional development trainings may be available based on AmeriCorps interest, HSM/supervisor recommendation and budget
- Host Site Events, including orientations. Participation in these events will be in line with AmeriCorps program regulations/restrictions.

Education/Experience/Knowledge/Skills

Required:

- Valid driver’s license and ability to meet host site’s insurance requirements
- Microsoft Office Suite (especially Word/Excel)

Preferred/Helpful:

- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Ability to work with a diverse group of people
- Strong written and verbal communication skills
- Strong research skills
- Detail oriented and highly organized
- Experience working with volunteers or teaching/group facilitation experience
- Experience working as a member of a highly productive team
- Experience in public relations, marketing, or sales
- Ability to present oneself in a professional manner
- Desire to exceed expectations in customer service
- Project management experience

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Physical requirements for this position

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

Service Site Environment: Describe type of office space, computer and communication equipment, internet and email access, construction tools, etc. that will be provided for the AmeriCorps member(s). Please note AmeriCorps members are prohibited from serving in a home office:

Member will primarily serve in an open-space office and will share space with other staff and/or AmeriCorps 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. Member will occasionally be engaged in presenting to groups in the two-county area. Member will occasionally be attending events out of doors.

Personal vehicle required? No Yes If yes, provide explanation detailing necessary usage of vehicle. If member will be using a company vehicle, also include in the details:

Some travel is required for this position. Public transportation options are limited in our community so access to a personal vehicle is required to get to and from service, as well as any required meetings. Approved service-related mileage (beyond commuting to and from service) will be reimbursed per the affiliate's policy.

An affiliate-owned vehicle is available for member to use for service-related meetings and community outreach.

Habitat.org posting blurb: Include a description of your site that can be used when posting on Habitat.org. Include city, state, selling points of your site and the geographical area, additional benefits you offer (ex. housing, transit voucher, etc.), what the member will get out of serving a year with your site (skills, etc.), and your website.

Come serve, learn, lead, and explore in Northwest Florida! Located in the panhandle of the Sunshine State, Pensacola has some of the world's most beautiful beaches. Our AmeriCorps members play an integral role in providing leadership on our project sites, engaging volunteers to become champions for our mission, and creating new tools and systems to build capacity. AmeriCorps members lead and work alongside over 4,000 community volunteers throughout their service year building affordable homes for families in our community. They are given coaching and insight with their own professional development while contributing to the positive good of the local community.

In addition to a living stipend of up to \$12,530 and a \$5,775 education award, Pensacola Habitat provides rent-free housing for members (a security deposit of \$100 is required).

www.pensacolahabitat.org

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