



AmeriCorps VISTA

Family Services VISTA

Chicago is a unique city, full of grit, determination and possibility—and Habitat Chicago is proud to call it home. Committed to the betterment of all residents, we develop physical and social assets to strengthen neighborhoods with the goal of creating stability for the 4 in 10 Chicagoans living in declining conditions. Our AmeriCorps members play a key role in the day to day work of Habitat Chicago- leading volunteers on the build site, coordinating and communicating with volunteers from our office, helping to create new systems and and procedures for our constantly growing organization and so much more. Benefits beyond the AmeriCorps living allowance and education award include a food and transportation stipend of at least \$150/month. In your down time, explore the amazing and diverse neighborhoods throughout Chicago, grab a taco in Pilsen, learn at the Museum of Science and Industry, see historical homes and learn about the history of Chicago architecture through a boat tour and so much more. Come join us in our quest to help build a stronger Chicago!

Position Summary: As support to Habitat Chicago's newly redefined programs team, the Project Development VISTA with a focus on our Programs team will further project management research, document project management processes and support the programs team as we develop new programs. This role would focus on implementation of new programs developed by full-time staff & assist with logistical support of project management, giving feedback to help improve and streamline our systems.

Key Responsibilities

- Research, design & implement sustainable systems and processes for managing the logistics of homebuyers in our current Affordable Homeownership Program
- Together with Family Programs Manager, develop and implement a new Homebuyer Readiness program targeted at individuals interested in home ownership but unable to be a part of our Affordable Homeownership program
- Develop systems to accurately track and record project related data, focused on ensuring sustainability. Develop evaluation tools that will assist in projecting and assessing project impact.
- Working together with Family Programs Manager, work to capture best practices and review and improve process and procedure manual for Affordable Homeownership Program and create a process and procedure manual for Homebuyer Readiness program

Qualifications:

- BA/BS preferred
- Strong interest in developing sustainable programs
- Knowledge of asset-based community development and the Chicago community preferred
- Excellent oral and written communication skills



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- Exceptional interpersonal skills
- Able to work with diverse people groups
- Able to manage multiple ongoing projects
- Good organizational skills and attention to detail a must
- Strong Microsoft Office skills
- Valid driver's license or ability to obtain within 30 days of service.
- Belief in the Habitat mission; desire to bring people closer to it
- Able to lift and move 20 pounds
- Able to sit and work on a computer for prolonged periods
- Ability to be on one's feet for extended periods of time, often on rough and uneven terrain
- Personal vehicle or access to transportation to arrive at Habitat office required.

Compensation: AmeriCorps members will receive a monthly living stipend, health plan benefits, worker's compensation, and loan deferral. Habitat Chicago provides an additional \$150 stipend for food and transportation in the form of a CTA pass, gas gift card or grocery gift card. Members receive an education award at the completion of their term of service (1700 hours).

To Apply:

Email cover letter and resume to Katie Clendenning at katie.clendenning@habitchicago.org. Please include "AmeriCorps Corporate Relations - your last name" in the subject line. Incomplete applications will not be accepted.

Please note: If moved forward, we will require candidates to submit an application through americorps.gov for full consideration.

Applications will be accepted through June 16th or until position is filled. Candidates will be contacted for interviews on a rolling basis. No phone calls please.

Learn more about AmeriCorps service with Habitat at www.habitat.org/ameriCorps.

Habitat for Humanity Chicago is an equal opportunity employer. This organization does not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law.