



AmeriCorps VISTA

Family Services VISTA

Overview: Habitat for Humanity Chicago is a nonprofit affordable homeownership organization that partners with families and neighborhood residents to build homes and revitalize communities in Chicago with a primary focus on the Southside.

Position Summary: As support to Habitat Chicago's programs team, the Homeownership Programs VISTA will further project management research, document project management processes and support the homeownership programs team as we implement new programs and pivot to new delivery models in our current programs team as we work to create safe ways to meet our mission. This role would focus on implementation of homeownership programs developed by full-time staff & assist with logistical support of project management, giving feedback to help improve and streamline our systems.

Key Responsibility: Homeownership Programs (80%)

- Research, update & implement sustainable systems and processes for managing the logistics of homebuyers in our current Affordable Homeownership Program
- Together with Homeownership 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

Key Responsibility: Communications 10%

- Serve on the affiliate's Communications and Stewardship Project Team, assisting with communication projects aimed at volunteers (social media, newsletter, content development, etc.), individual and group volunteer stewardship, and campaigns.

Key Responsibility: Leadership and Teamwork (10%)

As a key Programs Team member, contribute to our organizational health through enthusiastic collaboration, leadership and personal integrity.

- Maintain a "team first" outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization.
- Support complementary programs as needed with advice and/or by taking on defined responsibilities.



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- Contribute to organization events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Contribute to organization communication/marketing strategies as needed.
- Engage with all members of team, program participants, and core volunteers.

Qualifications

Required Knowledge, Skills & Abilities

- Advanced communication abilities for varied situations (e.g. public speaking, coaching, listening, interpreting, advocating, negotiating, etc.)
- Strong project management, program development, goal management and record-keeping skills
- Organization, attention to detail, ability to work independently with minimum supervision
- Patience, understanding, and flexibility
- Confidentiality with sensitive information
- High level of computer literacy, including competence with Microsoft Office and familiarity with Constituent Relationship Management databases (Salesforce preferred)
- A second language is highly desirable, but not required. Preferred language being Spanish.

Education and Experience

- G.E.D. equivalent or high school diploma required

Successful Habitat team members share the following characteristics:

- **Trust:** You invest in your fellow team members and you do what you say you will do. You thrive on constructive feedback and have a high level of integrity.
- **Commitment:** You have a “go above and beyond” attitude; nobody here works just for a paycheck.
- **Engagement:** You embrace bringing people to the Habitat mission.
- **Innovation:** You are a creative problem solver who works across teams.
- **Curiosity:** You express curiosity and reserve judgment.
- **Achievement:** You love results and hate excuses. You will help Habitat Chicago grow to be a leading organization.

Position Details

Reports To: Homeownership Programs Manager

Supervises: N/A



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Hours: Full-time. Typical office hours are 8am-4pm. Some weekend and evening work is required, depending on program and event needs, and adjusting schedules as needed to balance hours is encouraged. Start September 2020, end September 2021 (365 day commitment)

Environment: The Habitat Chicago office is located at Cermak Rd. and Carpenter St. in Chicago. It is accessible by car or by public transit. This position will have a desk, computer, and phone line in an open office environment.

Conditions: Must be able to lift 25 pounds and work at a computer for long periods of time.

Compensation: AmeriCorps members will receive a monthly living stipend, health plan benefits, worker's compensation, and loan deferral. Habitat Chicago provides an additional \$250 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.

FLSA Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). It does not earn overtime or compensatory time for additional time worked.

Training: The position will begin with an onboarding period to become familiar with the organization's work and policies; s/he will be trained on the specifics of the role through a combination of in-person, online and written trainings and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform her/his responsibilities.

To Apply: Please submit a cover letter and resume to Katie.clendenning@habitatchicago.org with "AmerCorps Homeownership Programs VISTA – Your Name" as the subject line by 8/15/2020. Only successful applicants will be contacted and interviews will take place on a rolling basis. No phone calls, please.

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.