

Houston County Habitat for Humanity Program Services Coordinator

Position: Full-time, 40 hours/week, (M-F, occasional Saturdays, flexible)

Pay: \$40-45K- based on experience

Benefits: Accrued vacation, 9 paid holidays

Reports to: Executive Director

Direct Reports: Volunteer Coordinator

SUMMARY

This position is responsible for:

- Coordinating volunteers; recruiting, and scheduling
- Support services to families from recruitment through homeownership
 - Application sessions and review
 - Home visits, background and credit review, homeowner selection, education and stewardship.
- Supervise Repair Corps Program

This position is self-directed and much if the work is done independently. It requires considerable discretion in defining a plan of action and carrying tasks through to completion. You will work closely with the Executive Director. **Opportunity to work from home one day a week.**

QUALIFICATIONS

- Willingness to advocate the mission of Habitat for Humanity
- Bachelor's degree or equivalent combination of education and experience
- Two years of related experience in human services or social work. Habitat for Humanity (or non-profit) experience is desirable.
- Excellent interpersonal and cultural competency skills to effectively work with a wide spectrum of people in a collaborative way.
- Understanding of the challenges facing low-income families is highly desirable.
- Excellent oral and written communication and presentation skills
- Ability to accomplish work results through volunteers.
- Integrity, organization, attention to detail, ability to work independently, with minimum supervision and ability to multi-task required.
- Ability to lead meetings in an efficient manner ensuring all voices are heard and business is accomplished
- Understand the importance of maintaining confidentiality with family information
- Excellent leadership qualities
- Realize the importance of patience in working with Habitat applicants, partner families, and homeowners
- Ability to work a flexible schedule including some weekends and evenings as required
- Proficiency with Microsoft, Facebook and the ability to learn other online programs we use.

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RESPONSIBILITIES

Volunteers

- Actively recruit individuals and groups to volunteer for a variety of projects
- Be available or ensure a representative is available for each project and all Saturday construction to sign in volunteers.
- Canvas restaurants, caterers, churches, civic organizations and other groups to provide lunches for volunteers for Saturday construction and other projects.
- Maintain schedule and supervise volunteers in the office
- Ensure all volunteer information and hours worked is recorded in appropriate data base system

Family Selection

- Coordinate activities of the Family Selection Committee.
- Perform initial review of all applications. (Must pass annual online training requirements to be a qualified loan officer, approximately 40 hours, and demonstrate personal financial responsibility through a credit check
- Review selection policies to assure they are effective and legal.
- Deliver introductory training for new committee members
- Coordinate and conduct public application meetings with prospective families
- Coordinate public relations and community outreach activities
- Develop creative recruitment strategies to attract qualified applicants and committee member volunteers. Prepare and revise recruiting materials, including advertising for applicants and volunteers. Develop and maintain partnerships with schools, media, government, non-profits and other organizations.
- Coordinate newly selected families' transition to Partnership with Habitat.
- Coordinate activities of the Family Partnership program which matches each family with their Partner Advocate Liaison (PAL) from selection through the first year of homeownership.

Other

- Be familiar with the resources in the community; develop working partnerships with agencies enabling referrals to Partner Families and Homeowners as well as unsuccessful applicants who need assistance to qualify for the Habitat program.
- Maintain relationship with key staff in other Houston County housing support organizations.
- Serve as a liaison between Habitat staff, other Habitat committees, Construction Supervisor, volunteers, and families to communicate and collaborate on issues

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affecting families such as policy, construction, scheduling, finances, and sweat equity.

- Assist with special events.
- Write 2-3 grants per year specific to homeowner assistance and construction.
- Provide leadership on the Women' Build team.
- Oversee Repairs Program- Any construction experience would be helpful
- Other duties as assigned.

WORK ENVIRONMENT

This position requires the incumbent be available to work outside normal working hours, including some evening meetings and Saturdays. A car and valid driver's license are required to perform some of the duties of this position.

How to Apply

Please send resume to director@hocoohabitat.org

Please note selected candidate will be required to submit to a criminal record check and credit check.

No phone calls, please.