



# Rebuilding Together CapacityCORPS

## AmeriCorps Program Coordinator



Host Site: Rebuilding Together Seattle  
Location: Seattle, Washington  
AmeriCorps Program: CapacityCORPS  
Title: AmeriCorps Program Coordinator  
Commitment: 11 months (Fall 2023)  
Term Types Available: Full-time  
Stipend Amount: \$24,420 (more details found under [Program Benefits](#))

[APPLY HERE](#)

### About Our Community

---

Located in the foothills of the Cascade Mountains between Lake Washington and Puget Sound, Seattle is the largest city in the Pacific Northwest and one of the fastest growing in the country. Despite our rainy reputation, the city experiences mild temperatures year-round and a beautiful summer season, making it a great place to explore the many unique neighborhoods and outdoor opportunities. As the city has grown, however, numerous challenges in the affordable housing landscape have surfaced. Neighborhoods are undergoing immense change, amplifying the disparity in wealth and legacy of redlining and other continuing social, racial, economic, and environmental injustices. With limited affordable home repair options, longtime residents are facing various pressures to leave their communities and homes. One of Rebuilding Together Seattle's objectives is to preserve neighborhood diversity by mobilizing volunteers and community members to lead free home repairs for our neighbors in need and participate in projects that improve community health, safety, and stability. When you join Rebuilding Together, you'll have the chance to affect change in your own backyard, as we strategically concentrate resources in neighborhoods to repair homes, revitalize communities, and rebuild lives.

### Summary of Position

---

The AmeriCorps Program Coordinator is involved in all aspects of Rebuilding Together Seattle's program operations, from working with low-income homeowners to meeting with program supporters, such as volunteers, corporate partners, municipal agencies, and other nonprofits, and from planning Rebuilding Days to performing hands-on repairs. This position is a great opportunity for someone who is looking to develop the hard and soft skills that they can carry with them through a career in the nonprofit, public, or private sectors. The position offers a dynamic working environment where every day the AmeriCorps Program Coordinator will be supporting our organization's mission through meeting concrete objectives while performing such tasks as conducting homeowner outreach, activating community volunteers, organizing project logistics, and compiling program data. The AmeriCorps Program Coordinator is an integral part of our small team in increasing our capacity, efficiency, and quality of services.

### Essential Duties and Responsibilities

---

- Facilitate the program application process for homeowners, including: fielding phone inquiries, assisting potential participants with completing the application materials, processing homeowner applications, conducting site previews and initial interviews, preparing home assessment reports, and tracking the homeowner application/approval process.
- Collaborate with staff to place volunteer groups with appropriate rebuilding projects or secure contractors, schedule projects and develop project timelines, procure tools and materials on site,

and manage homeowner communications and expectations through the planning and rebuilding process.

- Assist in the management of program/project volunteer intake. Evaluate skill sets and interests to activate volunteers. Provide overviews and trainings to help onboard volunteers and oversee their work through our programs. Ensure that volunteers are trained in their task and have access to tools/materials, that proper safety procedures are being followed, that the work product is of good quality, and that volunteers enjoyed and feel appreciated for their service.
- Arrange purchase and delivery of crucial project needs, including: tools and materials, personal protective equipment, dumpsters and other rented items, food, water and snacks. Maintain warehouse inventory to allow for stocking, the reuse or repurposing of tools/materials, and accepting in-kind project material donations.
- Maintain a record-keeping system for program services, including homeowner and project data. Evaluate program data and create reports on progress toward program goals. Complete project closeout and reporting for rebuilding projects across programs.
- Develop and coordinate trainings, resources, and presentations on healthy housing for both homeowners and volunteers. Encourage community and homeowner attendance through outreach strategies. Leverage our work by promoting community awareness of housing issues and empower people to perform routine home maintenance, improving health outcomes and lowering homeownership costs.
- Meet with community organizations, neighborhood associations, and other local leaders serving or working with our targeted communities or client populations. Represent Rebuilding Together at community forums, coalition meetings, etc. Through these means, identify ways to collaborate to meet the needs of our neighbors, share best practices, partner on volunteer events, and build a strong client referral network.
- Support the programs team in pursuit of a robust homeowner and volunteer outreach strategy that will increase awareness of our work among our target populations, including: attending civic and business meetings and other events; creating and distributing homeowner outreach collateral materials (such as flyers, brochures, and one-pagers); contributing homeowner- and volunteer-focused content for our social media, newsletter, and website; presenting at community organizations and tabling at resource and volunteer fairs.

## Knowledge, Skills, and Abilities

---

### Required

- Bachelor's degree **and/or** equivalent work/volunteering experience that indicate ability to understand and perform position responsibilities (we value lived experience, through work, volunteering, and other experiences that have shaped knowledge, skills, and abilities)
- Solid interpersonal skills, good emotional intelligence, and ability to make connections and build relationships with program participants
- Ability to work with diverse clients, volunteers, and staff to create a friendly, helpful atmosphere
- Proficient with Microsoft Office, internet research, and other basic computer and technology systems
- Strong learner with a positive, growth-mindset approach, comfortable working in a collaborative and flexible environment while focused on continual improvement and high quality outputs that lead to desired outcomes

- Exceptional communications skills, with the ability to communicate clearly and encouragingly with a diverse community of stakeholders and staff—in writing, in person, and over the phone
- Strong sense of personal and collective accountability, unwavering dependability, and impeccable integrity

### Preferred

- Experience with construction methods, home repair, and housing issues
- Comfort with speaking and presenting in front of large groups—experience training or teaching adults/volunteers is a plus
- Volunteer service experience; managing or coordinating other volunteers is a plus
- Ability to work equally well on independent projects as well as on collaborative, team projects
- Experience with database management, design software, or data analysis programs/applications is a plus

### Description of Physical Demands

---

- The AmeriCorps Program Coordinator must be able to lift 25+ pounds on a regular basis as part of their responsibilities to complete direct hands-on repairs and assist with the delivery of materials and tools
- The AmeriCorps Program Coordinator must be able to walk, climb stairs, stand, lift, and carry for extended periods of time

### Other Requirements

---

- Access to reliable transportation for regular travel during the work day as part of core responsibilities (external meetings and travel is reimbursed)
- Use of a personal vehicle is recommended due to inadequate/disjointed public transportation across our large coverage area
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202
- Comply with AmeriCorps Prohibited Activities listed in 45 CFR § 2520.65

### Commitment Required

---

- Fall 2023 Cohort: Can start between September 1-14 or October 1-14, 2023
- Term types available: full-time 40hrs/wk (1700hr term)
- Typical service week is Monday-Friday (full-time), however volunteer events often occur on weekends and will require attendance (compensation/schedule shift time offered if hours served on weekends)

### Program Benefits

---

- Living allowance over all 11-month terms of service:
  - Full-time 40hrs/wk (1700hr term) - \$20,020
- Additional High Cost of Living Stipend: \$400/month to cover high, local living expenses
- Signing bonus for second+ year members of any AmeriCorps program:



## Rebuilding Together CapacityCorps AmeriCorps Program Coordinator



- Full-time 40hrs/wk (1700hr term) - \$600
- Eligible for a relocation reimbursement of up to \$400 for qualifying expenses.
- Travel to one in-person Rebuilding Together event with other AmeriCorps members (Details TBD).
- Health insurance including dental and vision plans (only available to full-time members).
- May be eligible for scholarships for graduate certificates in Nonprofit Leadership & Management or similar (current students may be eligible) – ask for more information if interested.
- Professional development benefit of \$300/member provided by RT National.
- Mental Health benefit provided by RT National (covers 6 visits with a mental health professional OR 6 months of an online/tele-service subscription).
- [Education Award](#) for qualifying education expenses or loans, upon completion of the term of service:
  - Full-time 40hrs/wk (1700hr term) - \$6,895
- [Federal student loan forbearance and interest accrual payment.](#)
- Positions are eligible for [Public Service Loan Forgiveness.](#)
- AmeriCorps [childcare benefit.](#)

To learn more about our benefits and/or commitment requirements, visit our FAQ page on our website at [www.rebuildingtogether.org/capacitycorps](http://www.rebuildingtogether.org/capacitycorps).

### Program Location

---

#### Seattle Metro Area

- Vibrant city life with unique neighborhoods
- Multi-cultural and inclusive civic ethos
- Abundant outdoor activity
- Strong post-service employment opportunities

[APPLY HERE](#)