



Serving in the Habitat for Humanity of Iowa AmeriCorps Field  
\_\_\_\_\_ Habitat for Humanity

## AmeriCorps Family Services

**Reports to:** Director of Family Services

**Position Type:** AmeriCorps State member serving through Habitat for Humanity of Iowa. Term length to be determined.

**Position description:** The AmeriCorps, Family Services Associate will serve directly with Habitat 'partner families' and assist the Family Services team in carrying out and further developing Family Service programs.

**Expected Schedule** This position is full-time, 7:30-4:30PM Tuesday-Saturday with work on some evenings required throughout the year. Holiday, sick leave, and vacation time do not count towards member minimum service hour requirements.

### Responsibilities:

- Support the Family Services team in answering questions about Habitat Homeownership program to potential applicants and scheduling prospective applicants for applicable meetings
- Assist the Family Services team by developing and facilitating selected pre-and post-purchase education as well as youth financial education
- Assist in Family Selection process including compiling information, administrative needs, tracking applicant information, and preparing files
- Schedule Habitat Partner Families 'sweat equity' hours for our Homeownership programs
- Attend necessary meetings and serve in cooperation with Construction, Volunteer Services Teams
- Assist in the execution of an outreach program to further grow Habitat's pool of qualified applicants for our Homeownership program
- Assist in the planning and execution of Family Services special events
- Outreach to the Habitat homeowners including a quarterly newsletter and community volunteers to gather data and feedback about our programs

### Requirements:

- Basic understanding of Habitat for Humanity and a commitment to the mission, vision and values
- Evidence of good written and oral communication skills
- Demonstrated ability to organize, prioritize and pay close attention to detail
- Demonstrated commitment to service and community involvement
- Flexibility, patience, tolerance and willingness to serve with diverse populations
- Ability to serve independently without close supervision
- Team player with ability to engage people of a wide variety of backgrounds and skills

- Proficient in or able to use or learn to use office equipment such as computer, printer, phone, cellular phone, copiers, calculator, fax machine and other communication vehicles
- Able to speak and hear to give and receive detailed information through verbal communication in person, using the telephone, and/or at meetings
- Valid driver's license and ability to drive to undeveloped sites, construction sites and other locations as needed for meetings
- Ability to speak multiple languages preferred but not required

### **Benefits**

- Taxable AmeriCorps Living allowance \$17,000 (current year member benefits at [www.iowahabitat.org/member-page](http://www.iowahabitat.org/member-page))
- Education award: \$6495 contingent upon successful completion of term and member eligibility
- Health Insurance
- Member Assistance Program (mental health counseling, life coaching, financial advising)
- National Serviced Federal Loan forbearance and accrued interest payments

This position is expected to have regular, scheduled and anticipated recurring access to vulnerable populations through their service.

*Habitat for Humanity of Iowa is an equal opportunity employer.*