



Rebuilding Together CapacityCORPS

AmeriCorps Site Coordinator



Host Site: Rebuilding Together New York City
AmeriCorps Program: CapacityCORPS
Title: AmeriCorps Site Coordinator
Location: Brooklyn, New York

About Our Community

Rebuilding Together NYC (RTNYC) is a not-for-profit organization that preserves affordable housing, reskills individuals for careers in construction and creates opportunities for New Yorkers to revitalize community spaces. Our services, offered at no cost to qualified recipients, include Critical Home Repair and Accessibility Modifications, Community Center Revitalization, and Construction Workforce Training and Job Placement.

The Housing Preservation program serves owners of 1-4 unit homes located within NYC and provides critical home repairs and accessibility modifications. Eligibility criteria include earning at most 80% of the Area Median Income (AMI), no additional assets exceeding \$15,000 (apart from their home), homeowners' insurance, etc. 65% of homeowners are aged 65+, 70% have a pre-existing condition, and more than 70% are individuals of color.

The Careers in Construction (CIC) serves under- and un-employed residents, with household incomes at or below 70% of AMI. The program consists of a six-week pre-apprenticeship training designed to prepare students for union apprenticeships and careers in construction. In the last year, 62% of participants were public housing residents, 75% were men and 25% women, and 90% were individuals of color. Most participants are age 20-39.

Summary of Position

A well-run rebuilding project requires in-depth planning behind the scenes to ensure that homeowners, volunteers, and community center staff have an impactful, uplifting project day. Under the direction of RTNYC's Director of Construction Projects, the AmeriCorps Site Coordinator assists in overseeing rebuilding projects from start to finish, beginning with the initial visit to assess the repair and revitalization needs, through the completion of the work scope and final project evaluation. They will coordinate with homeowners, skilled volunteers, community partners, vendors, inspectors, and staff to develop and implement sustainable and effective project practices. The AmeriCorps Site Coordinator will follow up with homeowners and/or community center partners after each project to ensure that the health or safety concerns were addressed according to the work scope and complete any punch list items.

Essential Duties and Responsibilities

Project Management:

- Continue communications with homeowners on opened/assessed projects on timeline and follow up with updates; identify homeowners' needs related to COVID-19 and identify community-based resources available (or contact non-profit on their behalf).
- Support Housing Preservation program team with homeowner communications and coordination on projects not yet assessed/waitlisted on project timeline and provide periodic updates.
- Oversee & enforce implemented Covid-19 standards and protocols at job sites.
- Maintain homeowner, volunteer, project communication and relevant data in Salesforce and support Program team with program related data management and upgrades.
- Attend site meetings at homes, take and catalogue photos of before and after conditions, & support Director of Construction Projects with project assessments.
- Support coordination of affiliate vehicles parking and routine maintenance.
- Research & implement advancing technology to continue efficiency in project management & communications.
- Prior to and upon project completion, administer surveys to collect and measure short- and long-term outcomes and overall homeowner/community center satisfaction.
- Brainstorm and develop volunteer project scope of works for current changing environment.

Volunteer Management:

- AmeriCorps Site Coordinator will assist with project logistics throughout the year, including volunteer registration, volunteer check-ins during project days, day of coordination (ie. lunches and bathrooms, site set up/break down), and photo documentation, if allowable and in compliance with NYC and NYS COVID-19 guidelines.
- Confer with community partners on work scopes, volunteer activity, prep, & project execution.
- Collaborate with staff to assign volunteers on appropriate rebuilding projects, schedule projects and develop project timelines, transport tools and materials on site, and monitor logistical concerns.
- Conduct volunteer orientations and trainings for volunteers, House Captain and Ambassador roles including Rebuilding Together NYC's model of services delivery and project completions.
- Conduct community outreach for solar light installations for residents and volunteers, and train them via videos, including developing safety and training videos.
- Maintain the system for tracking current and interested volunteers; communications and intake; skill, interest, and availability; past project attendance and upcoming project registrations.
- Match volunteers with rebuilding projects based on availability and skill. Serve as the main point of contact with volunteers to ensure they have all necessary information before project days.
- Oversee general volunteers' direct hands-on projects and light installations. Ensure volunteers are trained in their tasks with access to tools/materials, adhere proper safety procedures, verify the result is good quality, and assure volunteer's enjoyment and appreciation of their work.
- Evaluate output against the scope of work post-projects and ensure quality of work and execution.
- Arrange pick-up and delivery of crucial project needs, including tools and materials, personal protective equipment, solar lights, dumpsters and other rented items, water and snacks.

- Maintain a warehouse inventory system for orders & reuse or repurposing of tools/materials, & an efficient supply chain. Ensure routine maintenance of organization-owned tools between projects.
- Complete direct hands-on repairs when necessary, including but not limited to rough/trim carpentry, tile work, grab bar installation, interior/exterior painting, and weatherization, and is dependent upon COVID-19 containment.

Strategic Planning/Communication:

- Contribute to strategic planning and impact measurement research, including desk research on the housing preservation and construction sectors, ie. market shifts and programs' goals development.
- Support the on-going database migration to Salesforce and new cloud service products.
- Assist Development Manager with developing and implementing communications plan including social media to communicate with and grow our homeowner and volunteer bases.
- Assist with research about new programs and initiatives to help New Yorkers' lives.

Knowledge, Skills, and Abilities

Required

- Proficient with Microsoft Word, Excel, and use of internet
- Ability to serve with and for a diverse community and staff
- Comfort with speaking and presenting in front of large groups--experience training or teaching adults/volunteers is a plus
- Solid interpersonal skills and ability to make connections and build relationships with volunteers
- Well-organized, detail-oriented, self-motivated, flexible
- Ability to work with diverse clients, volunteers, and staff to create a friendly, helpful atmosphere

Preferred

- Experience with Salesforce
- Experience with construction methods, home repair, and housing issues
- Experience with managing or coordinating volunteers and contractors
- Excellent writing and verbal communication skills
- Bachelor's Degree or relevant life/work experience
- Volunteer service experience

Description of Physical Demands

- Must be able to travel independently to meetings in the community and in client homes.
- The AmeriCorps Site Coordinator will assist with several rebuilding days during the term--as such they must be able to walk, climb stairs, stand, lift, and carry for extended periods of time.
- Must be able to navigate an active construction site, including climbing stairs and ladders, standing, lifting, and carrying for extended periods of time over difficult terrain.
- Must be able to lift 50 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.

Other Requirements

- Access to reliable transportation for daily commute
- Access to reliable transportation for regular travel during the workday as part of core responsibilities
- Comfort with traveling via public transportation throughout the workday (or willingness to learn), if not remote due to Covid-19
- Valid driver's license and good driving record to enable use of affiliate owned or rented vehicles or trucks
- Comfortable with driving, backing up and parking a cargo van (or willingness to learn)
- Use of a personal vehicle is not recommended due to heavy local traffic and/or tolls--public transportation will get you most of the places you need to go

Program Location

New York City, (all five boroughs)

Commitment Required

- January 10 – December 7, 2022 (11-month/1700 service hour commitment)
- Full-time over 11-month service term (39-40 hrs/wk)
- Typical service week is Monday-Friday, however volunteer events often occur on weekends and will require attendance

Program Benefits

Serving with CapacityCorps offers a range of leadership opportunities.

Here are just some of the benefits of our program:

- Opportunity to address housing issues hands-on in your community.
- Work with and support 49 other AmeriCorps members across the country.
- Living allowance of \$16,000 over an 11-month term of service
- Additional High Cost of Living Stipend: \$400/month to cover high, local living expenses.
- Health insurance including dental and vision plans.
- [Education Award](#) of \$6,345 for qualifying education expenses or loans, upon completion of the term of service.
- [Federal student loan forbearance and interest accrual payment.](#)
- Positions are eligible for [Public Service Loan Forgiveness](#).
- Professional development benefit of \$200/member provided by RT National.
- Access to LinkedIn Learning professional development trainings/courses.
- Mental Health benefit provided by RT National (covers 6 visits with a mental health professional OR 6 months of an online/tele-service subscription).



Rebuilding Together CapacityCorps

AmeriCorps Site Coordinator



To learn more about our benefits and/or commitment requirements, visit our FAQ page on our website at www.rebuildingtogether.org/capacitycorps.

Background Check

CapacityCorps members are required to pass an FBI criminal background check with fingerprints, applicable state background checks, and an NSOPW check. For more information about disqualifying findings, visit our FAQ's on our website, www.rebuildingtogether.org/capacitycorps.

Prohibited Activities

AmeriCorps members may not engage in any of the AmeriCorps Prohibited Activities (see below) directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed below. AmeriCorps members will not recruit or coordinate volunteers for the purposes of raising funds for his/her living allowance, Rebuilding Together's general operating expenses, or write grant applications for funding provided by CNCS or other federal agencies.

Any volunteer recruitment, training, management, or coordination listed above as completed by the AmeriCorps member pertains to volunteers engaged in work directly related to rebuilding project implementation only.

AmeriCorps Prohibited Activities

Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- a) Attempting to influence legislation;
- b) Organizing or engaging in protests, petitions, boycotts, or strikes;
- c) Assisting, promoting, or deterring union organizing;
- d) Impairing existing contracts for services or collective bargaining agreements;
- e) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h) Providing a direct benefit to—
 - i) A business organized for profit;
 - ii) A labor union;
 - iii) A partisan political organization;



Rebuilding Together CapacityCorps AmeriCorps Site Coordinator



- iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
- v) An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j) Providing abortion services or referrals for receipt of such services; and
- k) Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

Citations:

- 45CFR § 2520.65 - http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm
- 2012 AmeriCorps Provisions IV.D.3 - <https://egrants.cns.gov/provisions/ACProvisions2012.pdf>