

## Connections Coordinator

**Housing Vermont/Evernorth; Burlington, Vermont**



*Come join Evernorth's dynamic team and help develop and implement programs to improve the lives of residents in our affordable housing communities! The Connections Coordinator will assist in organizing a range of on-site programming in partnership with local organizations. You will learn skills in community organizing, event planning, grant writing, and program evaluation while making connections in affordable housing organizations across northern New England.*

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

### Evernorth's Mission and Goal of Position

Evernorth invests in affordable housing and communities across northern New England and develops and owns affordable housing in Vermont. Our mission is to develop and invest in high-quality rental housing, quality jobs, and essential services to strengthen communities and create economic opportunity in northern New England. Evernorth's Connections Program was established to improve the quality of life of our Vermont residents through initiatives to address food security, housing stability, and development of strong communities.

Our Connections Program is an initiative with a goal of improving resident well-being within Evernorth's Vermont communities by connecting outside organizations, resources and activities with the affordable housing development and measuring success of those connections. The Connections Coordinator will serve along with the Asset Management team and with local partners, management companies, residents, and other stakeholders to identify and coordinate proven low-income resident services and eviction prevention strategies. The person in this position will assist affordable housing managers in developing comprehensive resident services programming with the goal of improving residents' financial stability and social well-being. The person in this position will collect and analyze quantitative and qualitative data, property performance and management reports, and other economic indicators.

### Essential Functions:

- Meet with community partners and residents to identify resident needs through individual and small group meetings, surveys, focus groups, etc.
- Design and implement resident services with area partners and service providers.
- Collect and analyze program data to determine efficacy and assess whether changes are warranted.
- Collect and analyze eviction data from local partners and interview local partners on eviction prevention practices.
- Help promote, replicate, and coordinate resident services and eviction prevention strategies with other local partners, management companies, residents, funders and other stakeholders.
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.



# VHCB AmeriCorps

- Engage in professional and personal development activities and networking opportunities.

## Secondary Functions:

- Assist the Connections Program Manager with project-based fundraising as appropriate
- Coordinate on-site events

## Desired Qualifications:

- Degree in Human Services, Sociology, Community Development, or Education-related field.
- Able to not only recognize opportunity, but possess initiative to accomplish objectives.
- Effective written and verbal communication skills.
- Self-starter, ability to solve problems independently.
- Ability to balance multiple priorities with sensitive timelines.
- Serves well independently and as a team member.
- Knowledge and ability to use networks and data storage.
- Ability to analyze a variety of data sets, interpret and communicate results.
- Experience engaging diverse communities.

## Minimum Qualifications:

- Able to serve occasional evening and weekend hours as needed;
- Proficient with Microsoft Office;
- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week

## Additional Information:

Position will require travel to housing developments around Vermont and may include some evening and weekend hours. Tasks will be performed in a variety of settings including offices, community spaces, resident's home, etc.

Position begins September 8<sup>th</sup>, 2021 and ends August 12<sup>th</sup>, 2022

This position is **Full Time**: Requires 1,720 hours for an average of 40 hours per week for 48 weeks. Member will receive a living allowance of \$20,400 (pre-tax), and an education award of \$6,345 (pre-tax) upon successful completion of service.



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# VHCB AmeriCorps

Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.



**To Apply:** <https://vhcb.org/our-programs/vhcb-ameri-corps/positions>

For questions about this position or to send additional materials:

Lindsay Thrall, 802-863-8424, [lthrall@evernorthus.org](mailto:lthrall@evernorthus.org),

100 Bank St., Ste 400, Burlington, VT 05401

Application deadline: August 24<sup>th</sup>, 2021 or until filled.

Additional information on AmeriCorps is available at [www.americorps.org](http://www.americorps.org).

**The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.**

Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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