

## **Community Building & Engagement Coordinator: Northern Portfolio**

### **RuralEdge**

Gain valuable skills and experience while serving low income Vermonters living in the Northeast Kingdom of Vermont. By serving as the Community Outreach Specialist, you'll gain valuable skills, exposure to leaders in the field, and experience that will strengthen your resume.



RuralEdge is a non-profit affordable housing and community development corporation that has served the Northeast Kingdom for over 30 years. Our mission is to strengthen Northeast Kingdom communities, one home at a time. We are a chartered Neighborworks Member, and a participant in their Community Building & Engagement (CB&E) program. Following their model, the goal of CB&E efforts is to develop skilled, engaged resident leaders, support resident-driven groups, and facilitate community building activities. RuralEdge is about more than just housing people; once a tenant is in our property, we seek to provide everything that the individual or family needs to thrive!

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.

### **Essential Functions:**

- Operate, manage, and develop new and existing Community Building & Engagement efforts at the following properties: Parkview, Newport Senior, Lakeview, Lakebridge, Governor Prouty Apartments, Governors Mansion, Derby Line Gardens, Johns River Apartments, Coventry Senior, Shattuck Hill Mobile Home Park, and Island Pond Housing.
- Conduct monthly "Community Conversations" tenant meetings at various properties, along with property management and Support and Services at Home (SASH) staff, particularly in properties with community rooms.
- Coordinate and expand community garden efforts at affordable housing communities. This includes meeting with residents, planning, implementation and providing ongoing support.
- Establish contact with individual residents quarterly, assisting them in taking advantage of social service and financial resources available to them, making referrals when necessary.
- Serve as a liaison between property management and tenant when lease violations occur, assisting the tenant do what they need to do to stay in their unit.
- Represent RuralEdge at community partner meetings as needed.
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.



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## Secondary Functions:

- Assist with property management, maintenance , Homeownership Center, and especially SASH efforts.
- Attend RuralEdge events as needed



## Desired Qualifications:

- Demonstrated organizational and interpersonal skills.
- Ability to communicate and serve effectively with staff and clients from a variety of economic, cultural and ethnic backgrounds, with varying physical and mental abilities, and with different sexual orientations;
- Ability to serve independently.
- Strong oral and written communication skills.
- Computer literacy and working knowledge of MSWord and Excel programs.

## Minimum Qualifications:

- A valid driver's license and reliable transportation
- 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 an National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program's ethic of service 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:

Service will primarily be performed in properties that have an office available, but will also require travel to and from properties and serving directly with residents, and as such may require time spent outdoors and/or physical labor. Office hours are Monday-Friday 8:00 a.m. – 4:30 p.m. However, as this position requires direct contact with residents, hours will vary based on resident need. As such, this position will require serving the occasional night and/or weekend.

Position begins March 1<sup>st</sup>, 2021 and ends August 27<sup>th</sup>, 2021

This position is **Half Time**: Requires 900 hours for an average of 40 hours per week for 26 weeks.

Member will receive a living allowance of \$10,800 (pre-tax), and an education award of \$3,047.50 (pre-tax)



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tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

This position *does* have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).



**To Apply:** [http://www.vhcb.org/ameriCorps/menu\\_events/positions/](http://www.vhcb.org/ameriCorps/menu_events/positions/)

For questions about this position or to send additional materials:

Robert Little, Director of Community Development  
(802) 473-3156  
[robertl@ruraledge.org](mailto:robertl@ruraledge.org)

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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