

## **Community Building & Engagement Coordinator**

### **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 exposure to leaders in the field, and experience that will strengthen your resume. Apply today!*



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.

By engaging our residents in multi-family housing daily, knowing their needs and their goals, this role is vital to RuralEdge's mission to strengthen Northeast Kingdom communities, one home at a time!

### **Essential Functions:**

- Assist Multi-Family Housing Community Engagement Coordinator in the planning and operation of community events at multi-family developments.
- Assist Support and Services at Home (SASH) Coordinators in the planning and operation of community events at developments for seniors and those with disabilities.
- Organize and help maintain all community gardens.
- Assist in the organization and operation of the Community Leadership Institute (CLI) through Neighborworks, if applicable.
- Conduct resident surveys throughout the course of the AmeriCorps term.
- Represent RuralEdge at community partner meetings as needed.
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.



# VHCB AmeriCorps

## Secondary Functions:

- Assist tenants with property management and maintenance, and support Homeownership Center efforts, when necessary.

## 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, 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:

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



**Serve. Experience. Lead**

# VHCB AmeriCorps

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.



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:

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

Application deadline: **August 1, 2021**

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: \_\_\_\_\_

**Serve. Experience. Lead**

