

COMMUNITY BUILDING AND ENGAGEMENT COORDINATOR

Windham & Windsor Housing Trust



This position supports resident-driven groups, facilitates community-building activities, and in so doing helps to develop engaged resident leaders. This position serves closely with the Director of Asset and Property Management and Property Management staff in identifying, developing and implementing community-building and engagement efforts at its properties in the southern Windham County Towns of Brattleboro, Putney and Guilford.

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.

Windham & Windsor Housing Trust's mission is to strengthen the communities of Southeast Vermont through the development and stewardship of permanently affordable housing and through ongoing support and advocacy for its residents. To accomplish this, Windham & Windsor Housing Trust (WWHT) acquires, rehabilitates or constructs, and holds land and housing in trust, providing permanent access to decent and affordable housing for citizens of Windham and Windsor Counties.

The goal of the Community Building and Engagement Coordinator will be to help develop and facilitate resident-driven activities that build connection between households, create community and empower residents. Through our Community Building and Engagement Program we endeavor to develop engaged resident leaders.

Essential Functions:

- Operate, manage and develop new community-building and engagement efforts such as helping form resident mutual aid societies
- Conduct regular community meetings at various properties
- Help coordinate and expand community garden efforts at affordable housing communities
- Educate residents regarding supportive service programming that is available in the community in order to increase housing retention
- Represent WWHT 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

Secondary Functions:



VHCB AmeriCorps

- Assist with various property management and maintenance initiatives relevant to positions as needed
- Attend WWHT Board and Committee meetings and 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 a 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.
- Available to regularly serve 40 hours per week

Additional Information:

Service occurs both in an office environment as well as in the community, in Windham, and Windsor counties. Having your own vehicle and serving on some nights and weekends are required.

Position begins September 8th, 2021 and ends August 12th, 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.

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>

Questions about this position or to send additional materials:



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VHCB AmeriCorps

Bob Crego, bcrego@homemattershere.org, 802-579-5563

Application deadline: August 24th, 2021

Additional information on AmeriCorps is available at 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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