



Rebuilding Together CapacityCORPS

AmeriCorps Project Coordinator



Host Site: Rebuilding Together Greater Charlotte

AmeriCorps Program: CapacityCORPS

Title: AmeriCorps Project Coordinator

Location: Charlotte, North Carolina

About Our Community

Charlotte is a thriving, opportunity-rich community that continues to attract over 60 new residents each day, however, those economic opportunities have not been in reach for so many of our citizens. In 2013, a Harvard University/UC Berkeley study uncovered the gravity of Charlotte's inequities and ranked our community 50th out of 50 in economic mobility among the largest U.S. cities—specifically the ability of a child born in the bottom income quintile to rise to the top income quintile as an adult. Lack of access to safe, affordable housing is a leading factor inhibiting social and economic mobility and health in our community. Housing prices continue to rise while wages remain low, causing low-income homeowners to have to choose between basic necessities and critical home maintenance and repairs. We currently have a deficit of approximately 34,000 affordable housing units for people earning 60 percent or more below of the Area Median Income (AMI.) With rapidly gentrifying neighborhoods, investors are buying up our existing affordable single-family homes when vulnerable homeowners lack the resources to keep their homes safe and healthy. Each home our program repairs is another one preserved for our community now and in the future. Our city and many other organizations are forming innovative programs and collaborations to both preserve and create affordable, safe and healthy housing. There is a lot of work to be done, but it is a critical and exciting time to be at the table and engaged in this transformational work.

Summary of Position

Nothing is more satisfying than seeing your work have an immediate and direct impact on the problem you're trying to solve. AmeriCorps Project Coordinators measure their time with Rebuilding Together in the number of grab bars installed and injuries from falls prevented, weatherization projects completed and utility bills lowered, and wheelchairs ramps built and independence restored. They complete hands-on repairs as part of prep work or punchlist for a project day. On project days, AmeriCorps Project Coordinators lead volunteers from all backgrounds and skill levels to complete a variety of construction activities. Wherever possible, they teach and empower volunteers to learn new skills and safely implement them on the worksite.

Essential Duties and Responsibilities

- Complete direct hands-on repairs, including but not limited to: rough/trim carpentry, tile work, grab bar installation, wheel chair ramp/safe entry/egress repairs, interior/exterior painting, and weatherization.
- If contractors or skilled-trades volunteers will be utilized to complete a portion of work on a home, coordinate with these individuals to plan the work, and ensure a high quality of work is completed within the timeline of the project.

- Assist with purchase and delivery of crucial project needs, including: tools and materials, personal protective equipment, dumpsters and other rented items, water and snacks. Assist with logistics through pulling, staging, stocking, and delivery of construction materials as well as keeping the warehouse organized.
- Meet with clients to complete home assessments, develop a work scope and materials list, and collaborate with other team members to develop a project timeline (especially if coordination with volunteers or contractors is required).
- Oversee general volunteers in completing direct hands-on repairs. Ensure that volunteers are trained in their task and have access to tools/materials, that proper safety procedures are being followed, that the work product is of good quality, and that volunteers enjoyed and feel appreciated for their service.
- Where possible, encourage and support volunteers to safely try new construction tasks and build their skill sets. Educate homeowners about the repairs that were completed and any new or recommended home maintenance.
- Conduct on-site volunteer orientation, including: history of affiliate and community, site/tool/neighborhood safety, homeowner biography, and project work scope.

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
- Ability to take direction and carry out assigned duties
- Willingness to learn

Preferred

- Experience with construction methods, home repair, and housing issues
- Excellent writing and verbal communication skills

Description of Physical Demands

- 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 tools and materials.
- Must be able to lift 25 pounds on a regular basis as part of their responsibilities to bring materials to meetings, such as boxes of pamphlets, screen and projector, etc.
- They must be able to travel independently to meetings in the community and in client homes

- They 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.

Other Requirements

- Access to reliable transportation for daily commute
- Access to reliable transportation for regular travel during the work day as part of core responsibilities
- Valid driver's license and driving record to allow use of affiliate-owned or –rented vehicles or trucks
- Comfort backing up a vehicle with a trailer (or willingness to learn)

Program Benefits

- Opportunity to address housing issues hands-on in your community.
- Work with and support 49 other AmeriCorps members across the country.
- Living allowance of \$15,000 over an 11-month term of service, which amounts to \$681 twice per month before taxes.
- Additional High Cost of Living Stipend: \$300/month
- Health insurance including dental and vision plans.
- Education Award of TBA May 2020 (was \$6,095 for 2019) 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.

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;
 - 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>