



Habitat
for Humanity®
of Greater Memphis



We build **strength, stability and self-reliance** through shelter.

AmeriCorps National - Family Services Coordination

Family Services Coordination

In Family Services Coordination, you will be the point of contact for all future homeowners, in addition to being their mentor as they go through the homeownership process. Your primary responsibility will be to recruit future homeowner applicants for traditional homeownership opportunities or for expanded housing products, such as A Brush With Kindness (ABWK) or Critical Home Repair (CHR). Additionally, you will conduct applicant orientations and assist families in the completion of the housing application, as well as assist the Family Services staff in making all follow-up and clarification calls on homeowner applications. Another responsibility will be to track future homeowner hours and send monthly updates and letters to those future homeowners, in addition to providing monthly summaries on future homeowner progress at the family selection meetings. On occasion, you may have the opportunity to build alongside our future homeowners as they complete their sweat equity requirements.

What's in it for you?

At the end of the service year, you will have (1) created and managed a sweat equity mentor program, (2) created sweat equity and homeowner warranty tracking systems in SalesForce, (3) managed the Family Services social media profiles, (4) developed programming for partner children, (5) developed general processes and procedures for managing data, and (6) assisted with closings and homebuyer education. As a result, we will be able to put systems in place for better managing homebuyer sweat equity and warranty work, in addition to a programming plan for children while their parents are attending homebuyer education classes.

Required Qualifications:

- 18 years of age or older
- U.S. citizen, national, or lawful permanent resident
- High school diploma or GED equivalent (or agree to work towards one while serving)
- Driver's license
- Microsoft Office (especially Word/Excel)

Helpful Qualifications:

- Associate Degree or higher
- Public speaking experience
- Marketing experience

Benefits of Service:

- AmeriCorps National living allowance of \$13,732 (paid over the full 46.5 weeks of full-time service)
- **Segal Education Award** of \$5,920 (upon successful completion of service) – **lifetime maximum of two**
- Affordable Care Act compliant health care plan (Habitat pays the monthly premiums)
- **Student Loan Forbearance** (if eligible)
- **Child Care Benefits** (if eligible)
- 10 personal/sick leave days
- Approx. 10 holidays (dependent on service location)
- Member Assistance Program (MAP) – offers free services, such as counseling and financial planning

What's needed to apply?

- Resume (tell us about your experience)
- Motivation Statement (express why you want to serve) – **input in "Cover Letter" section**
- Email your cover letter and resume to habitathr@memphishabitat.com

Habitat for Humanity of Greater Memphis

Serve, learn and lead in Memphis – the birthplace of rock 'n' roll and home to the best barbecue around! Habitat for Humanity of Greater Memphis partners with people in our community to help them build or improve places they can call home through new home construction, rehabilitation projects and Aging in Place (AIP) accessibility and mobility modifications for seniors. Since 1983, Memphis Habitat has helped more than 480 first-time homebuyers secure affordable mortgages and completed rehabilitation and home modification projects in partnership with more than 330 local homeowners, helping them achieve the independence they need to build a better life for themselves and their families.

During a year of service with Memphis Habitat, AmeriCorps members will gain insight into the inner workings of an innovative nonprofit; be a part of our 35th year of service to the community; help us improve and increase our impact; and gain hands-on experience in volunteer management, program development, events, communications and more. In your off hours, you can enjoy all the Bluff City has to offer – food, fun and some of the friendliest people you'll ever find! (Did we mention the barbecue?) Join our Habitat family and form lasting relationships, while helping local Memphis-area families build strength and stability.

Administrative Office | 7136 Winchester Road, Memphis, TN 38125 tel (901) 761-4771 fax (901) 761-4704 info@memphishabitat.com memphishabitat.com

ReStore | 7130 Winchester Road, Memphis, TN 38125 tel 901-RE STORE (737-8673) fax (901) 322-3548 memphisrestore.com



We are pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin. Habitat for Humanity is an equal opportunity employer.