

**Accessing Home Service Description**

***Community Outreach Specialist***

**NeighborWorks Blackstone River Valley, Woonsocket, RI**

*NeigbhorWorks Blackstone River Valley is seeking a passionate community builder to liaise with our neighborhood residents and promote our services. Join our team and you’ll gain valuable skills, exposure to leaders in the field, and experience that will strengthen your resume. Community development experience is not required, only a willingness to learn and a passion to serve others! Apply today!*

This position is part of the Accessing Home AmeriCorps program. Accessing Home AmeriCorps members serve to alleviate the economic challenges faced by low- and middle-income households by delivering housing stabilization services at non-profits and municipal organizations across Rhode Island.

NeighborWorks Blackstone River Valley (NWBRV) is a community development corporation that works with residents, businesses, and neighborhood institutions to enrich neighborhood life and make affordable housing opportunities available throughout Northern Rhode Island. The Community Outreach Specialist will split their time between the HomeOwnership Center and Youth Programs to help local families build wealth and remain in the neighborhood.

**Essential Functions:**

* Assist the Homeowership Center in promoting financial capabilities and homeownership education services to the local community
  + Conduct client outreach and follow-up via phone calls and email
  + Market services by designing flyers, writing blogs, attending community events, and building new partnerships
  + Interview past clients about the services they received; write compelling “success stories” for marketing purposes
  + Identify gaps in Homeownership Center programming and help to develop new financial literacy curricula
  + Maintain client records in Salesforce
* Collaborate with the Youth Programs team to promote affordable childcare in the neighborhood
  + Coordinate and facilitate parent engagement meetings at the Art Center
  + Conduct benefits screenings for parents who pay the full childcare rate
  + Develop and facilitate financial education workshops for teenagers at the C3 Center
  + Maintain client records in Salesforce
* Attend Accessing Home Orientation, bi-weekly Accessing Home Professional Development Training and debriefs not to exceed 20 percent of total hours served
* Provide services to at least 85 households
* Recruit at least 6 volunteers to support community events
* Attend Rhode Island AmeriCorps statewide events & training
* Submit bi-weekly time sheets, service logs, and reports to Accessing Home
* Become certified Resident Services Coordinator

**Secondary Functions:**

* If bilingual, assist in translating the Homebuyer Handbook into Spanish.

**Desired Qualifications:**

* Strong computer skill, familiar with Microsoft Office, and willingness to learn CRM Salesforce
* Strong organizational skills, attention to detail and ability to communicate effectively orally and in writing
* Desire to provide service to the community, highly motivated, well organized, self-starter and team player
* Proficient in Spanish

**Minimum Qualifications:**

* Occasionally available on weeknights and weekends
* Be a US Citizen, National, or Lawful Permanent Resident
* Be at least 18 years of age
* Have a high school diploma or equivalency
* Have served in AmeriCorps no more than three times (the lifetime maximum is four terms of service as an AmeriCorps member)
* Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check
* Be committed to the Accessing Home 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 across Rhode Island
* Committed to completing an entire service term; members must serve from August 30, 2021 to August 26, 2022 and complete 1700 hours
* Available to regularly serve 35 hours per week

**Benefits:**

* Living Allowance of $634.61 pre-taxes/bi-weekly
* Education Award of $ 6,345.00
* Loan interest accrual payments, if eligible
* Health Coverage (excludes dependents)
* Childcare assistance, if eligible
* Training, Professional certification as a Resident Services Coordinator

**To Apply:**

Submit your application via our [online form](https://forms.gle/iQMFV39Gr5gnQRie8). In addition to your application, please submit your resume to [jwelch@nwbrv.org](mailto:jwelch@nwbrv.org). Applications are due **August 2, 2020**. To request a special accommodation please contact Joyce Welch at [jwelch@nwbrv.org](mailto:jwelch@nwbrv.org).

For questions about this position, contact:

1. Supervisor contact information here

Additional information on AmeriCorps is available at [www.americorps.org](file:///\\10.4.200.2\NWBRV_Data\Community%20Building%20and%20Organizing\Accessing%20Home%20Partnership\Year%204\Host%20Site%20Materials\www.americorps.org).

*The Member, Supervisor and Director hereby acknowledge by their signatures that they have read, understood, and agree to the AmeriCorps Member Service Description.*

Member Name: Signature:

Site Supervisor Name: Signature:

AmeriCorps Director Name: Signature: