

**Habitat for Humanity East Bay
NRI - Community Outreach Coordinator
Position Description**

Date: June 2010
Reports to: Vice President, Real Estate Development

Department: Real Estate Development
Classification: AmeriCorps, National Direct

HFH East Bay Mission Statement

HFH East Bay's mission is to create successful homeownership opportunities for families with limited incomes by building sustainable housing and revitalizing neighborhoods.

Position Purpose

To facilitate the implementation of our Neighborhood Revitalization Initiative (NRI) pilot program in Bay Point, CA and help to revitalize a neighborhood hard-hit by the foreclosure crisis.

Specific Duties and Responsibilities

- Build relationships and partner with residents, local agencies, elected officials, and community stakeholders to identify areas where HEB's housing solutions (including new construction, home renovation, A Brush with Kindness, weatherization, and active living space revitalization projects) can intersect with the community's identified needs
- Develop, market, and create an outreach plan for the NRI program, and assist with creating a fund development plan
- Coordinate and document the implementation of HEB's housing solutions and community development work in partnership with the community
- Monitor and evaluate the outcomes of the plan through Success Measures.
- Develop standard NRI procedures which can be tailored to any community, so that this model can be extended to other neighborhoods within our territory

Education, Experience, Knowledge, Skills, and Abilities

Minimum one year professional experience in community development or equivalent experience. Must have strong communication skills; proficiency in Spanish preferred. Strong commitment to social justice and appreciation of and experience working with diverse neighborhoods required.

Work Environment/Physical Requirements

This position is office-based and requires frequent travel to and from Bay Point, CA and our office. A valid driver's license and a car is required for this position, service-related travel will be reimbursed per the affiliate's travel policy.

Note: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired.

Compensation

- AmeriCorps living allowance: \$11,400
- Monthly rent subsidy: \$200
- Segal Education Award: \$5,350
- Health insurance coverage

Habitat for Humanity East Bay's Anti-Discrimination Policy

Habitat for Humanity East Bay is an equal opportunity employer. It is the policy of HFH East Bay to provide equal employment opportunity for all applicants and employees and equal housing opportunity for all homeowner applicants. HFH East Bay does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age, medical condition, physical disability, veteran status, marital status, sexual orientation, familial status, Acquired Immune Deficiency Syndrome (AIDS) or AIDS related condition (ARC), mental disability or any other basis prohibited by law.