HV Connections Coordinator

Housing Vermont, Burlington, VT

With Housing as the platform for providing services, the HV Connections Coordinator will invest in low-income residents by organizing a range of on-site programming in partnership with local organizations. While networking with organizations across the state, the AmeriCorps member will gain skills in community organizing, event planning, grant writing, and data analysis. HV Connections has five sectors of assessment: food access, childcare, education, transportation and health. These sectors create additional opportunities to specialize the AmeriCorps member service based off one’s professional development goals.

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.

The mission of Housing Vermont is to produce permanently affordable housing and enable investments in economic and community development to benefit Vermonters through partnerships with communities and the private sector. As an organization though, aspirations to fully embrace our mission extend beyond building permanently affordable housing. Numerous studies correlate increased resident success with improved property performance. The nexus between resident opportunity and portfolio health is where our program, HV Connections, will expand our circle of influence.

HV Connections is a Housing Vermont initiative with a goal of improving property performance and resident well-being within its communities by connecting outside organizations, resources and activities with the affordable housing development and measuring success of those connections through results-based accountability. The HV Connections Coordinator will work with the HV Asset Management team, local partners, management companies, residents, and other stakeholders to identify and coordinate proven low-income resident services and eviction prevention strategies. This position will assist affordable housing managers in developing comprehensive resident service programming in identified communities with the goal of improving resident’s financial stability and social well-being. This position will collect and analyze resident property quantitative and qualitative data, property performance and management reports, and other economic indicators.

Essential Functions:

- Meet with community partners and residents to identify resident needs through individual and small group meetings, surveys, focus groups, etc.
- Assist property managers with community gardening coordination and engaging community partners and residents in relevant programming.
- Design and coordinate resident services with area partners and service providers.
- Collect and analyze program data to determine efficacy and assess whether changes are warranted.
- Collect and analyze eviction data from local partners and interview local partners on eviction prevention practices.
VHCB AmeriCorps

- Help promote, replicate, and coordinate resident services and eviction prevention strategies with other local partners, management companies, residents, funders and other stakeholders.
- Assist the HV Asset Management team and local providers to evaluate impact of strategies.
- Assist the HV Asset Management team to develop reports for managers and partners comparing costs and outcomes of evictions to costs and outcomes of early detection and intervention.
- 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:

- Assist The Asset Management team’s mission of improving resident outcomes by analyzing accounts receivable, turnover, vacancy, bad debt, legal and maintenance expense data.

Desired Qualifications:

- Degree in Social Work, Human Services, Sociology, Community Development, or Education-related field.
- Experience gardening to produce edible crops, community gardening experience helpful.
- Able to not only recognize opportunity but possess initiative to accomplish objectives.
- Effective written and verbal communication skills.
- Ability to balance multiple priorities with sensitive timelines.
- Serves well independently and as a team member.
- Able to serve occasional evening and weekend hours as needed.
- Knowledge and ability to use networks and data storage.
- Ability to analyze a variety of data sets, interpret and communicate results.

Minimum Qualifications:

- Proficient in Microsoft Office products required – Excel, Word and Outlook.
- Ability to serve and communicate effectively with a wide variety of people from different socio-economic and professional backgrounds.
- Employ a positive, collaborative approach to achieve success.
- Organized and flexible.
- Ability to balance multiple priorities with sensitive timelines.
- Serves well independently and as a team member.
- Able to serve occasional evening and weekend hours as needed.
- Able to independently travel to locations in Vermont where public transportation is not available regularly, mileage is reimbursed.
- 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 an National Service Criminal History Check;
VHCB AmeriCorps

- 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, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week

Additional Information:

Position will require regular travel to housing developments around Vermont and may include some evening and weekend hours. Tasks will be performed in a variety of settings including offices, community spaces, resident’s home, etc.

Position begins September 9th, 2020 and ends August 13th, 2021

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 $6,195 (pre-tax) upon successful completion of service.

Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

This position does have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

**To Apply**: [https://vhcb.org/our-programs/vhcb-americorps/positions](https://vhcb.org/our-programs/vhcb-americorps/positions)

For questions about this position or to send additional materials:

Eric Schmitt, Housing Vermont, 100 Bank Street, Suite 400, Burlington, VT 05401; 802-861-3861; eric@hvt.org

Application deadline: August 14, 2020

Additional information on AmeriCorps is available at [www.americorps.org](http://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:**___________________________

Serve. Experience. Lead