Community Outreach Specialist

RuralEdge, Lyndonville, VT

Learn about effective resident engagement in affordable housing programs while serving at a nationally acclaimed housing organization in the Northeast Kingdom of Vermont. By serving as the Community Outreach Specialist, you will gain valuable skills and serve collaboratively with community leaders. This experience will strengthen your resume and increase your job prospects. You will have the opportunity to serve vulnerable families and individuals who are living in low-income households. You will learn what it takes to be a community housing champion. Affordable housing experience not required, only a willingness to learn and a passion for making a difference! Apply today!

This position is part of the Vermont Housing and 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.

RuralEdge is a non-profit affordable housing and community development corporation that has served the Northeast Kingdom for over 30 years. Our mission is to strengthen Northeast Kingdom communities, one home at a time. We are a chartered NeighborWorks member. As a NeighborWorks organization, we believe that community residents are the best authorities on what makes their community thrive. Resident knowledge, skills, relationships, leadership and collective ability are the keys to create and sustain positive change. This matters because resident engagement leads to more effective and lasting solutions, ongoing community investment, and the active citizenry necessary to create and maintain vibrant communities where all people can thrive.

Essential Functions:

- Conduct community outreach to new and existing residents, using a variety of methods including door knocking, one-on-one meetings, remote meetings, flyers, literature, and informational meetings.
- Coordinate and implement educational workshop series at affordable housing properties.
- Coordinate community garden efforts at affordable housing communities. Includes meeting with residents, planning, implementation and providing ongoing support.
- Support efforts of on-site resident led food shelf with a goal of sustainability.
- Serve residents to support neighborhood meetings and activities that bring residents together to work on shared ideas, issues of concern, new opportunities, and special projects to make their neighborhoods a place of choice to live.
- Represent RuralEdge at neighborhood association meetings, community partner’s meetings, and special events.
VHCB AmeriCorps

- 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:

- Attend RuralEdge events as assigned

Minimum Qualifications:

- Demonstrated organizational and interpersonal skills.
- Ability to communicate and serve effectively with staff and clients from a variety of economic, cultural and ethnic backgrounds, with varying physical and mental abilities, and with different sexual orientations;
- Ability to serve independently.
- Strong oral and written communication skills.
- Computer literacy and working knowledge of MSWord and Excel programs.
- 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;
- 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
- Skillful in online resident engagement services such a Facetime and Zoom.

Additional Information:

Service will primarily be performed in an office setting but will also require travel to and from properties and directly serving residents and as such may require time spent outdoors and/or physical labor. Office hours are Monday-Friday 8:00 a.m. – 4:30 p.m. However, as this position requires direct contact with residents, hours will vary based on resident need. As such, this position will require serving occasional nights and/or weekends.

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

For questions about this position or to send additional materials:

Ann Traverso Moore, Community Building and Engagement
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Application deadline: August 1st 2020

Additional information on AmeriCorps is available at 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: _________________________