

# About this Job

## HFH AmeriCorps: Family Services Coordinator

### **Habitat for Humanity of Seminole County & Greater Apopka, Florida, Inc.**

Habitat for Humanity of Seminole County and Greater Apopka, Florida is located in Central Florida and is within 30 miles to major attractions and area beaches. Serve, learn, lead and explore in beautiful Central Florida.

**What is AmeriCorps?** AmeriCorps is a service program matching individuals with nonprofits around the country to provide people power to make a difference in communities. AmeriCorps members are provided a stipend to help offset costs while serving their term with a local nonprofit. Habitat AmeriCorps members play an integral role in providing leadership on our project sites, engaging volunteers to become champions for our mission, and creating new tools and systems to build capacity and serve more families. Our members are the ambassadors of Habitat Seminole-Apopka, interacting with over 500 volunteers, partner families and community stakeholders. During a year of service with Habitat Seminole-Apopka AmeriCorps members gain insight to the inner workings of a nonprofit organization and gain hands on experience in leadership, public speaking and community development.

Please visit [our website](#) for more information.

**Family Services Coordinator** the Family Services Coordinator builds and maintain the pipeline of homeowners by leading the efforts to recruit and educate qualified individuals and families. With the Homebuyer Services Department the AmeriCorps member serves as a point of contact for potential homebuyers, and individuals in the program completing the application process. The member supports efforts to educate the families about program requirements and the homeownership process, and monitor and track the completion of classes and sweat equity hours. This member position is designed to move us substantially forward in accomplishing the affiliate's goals of providing more affordable, decent homes for our community.

### **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 and ability to meet host site's insurance requirements
- Personal vehicle
- AmeriCorps members may have recurring access to vulnerable populations and must satisfy the National Service Criminal History Check eligibility criteria.

### **Helpful Qualifications:**

- Knowledge of and willingness to promote the mission and activities of Habitat for Humanity International and AmeriCorps.
- Experience working with volunteers or teaching/group facilitation experience
- Ability to work with a diverse group of people.
- Strong written and verbal communication skills.
- Detail oriented and highly organized.
- Experience working as a member of a team.

- Basic experience with Microsoft Office Suite, especially Word and Excel.

**Physical Requirements:**

- Ability to sit at a desk and computer for extended periods of time
- About 30% of this position requires outreach in the community, including visiting buildings and homes that may have stairs.

**Benefits of Service:**

- AmeriCorps National living allowance of \$7,925 (paid bi-weekly over the full 46.5 weeks of service)
- [Segal Education Award](#)

**What's needed to apply?**

- Resume (tell us about your experience)
- Motivation Statement (express why you want to serve) – input in “Cover Letter” section

**Start date: late August- early September**