



Rebuilding Together SummerCorps

AmeriCorps Project Coordinator



Host Site: Rebuilding Together Baltimore
AmeriCorps Program: SummerCorps
Title: AmeriCorps Project Coordinator--SummerCorps
Location: Baltimore, MD

About Our Community

Rebuilding Together Baltimore has been working on Safe & Healthy Housing and Community Revitalization in Baltimore neighborhoods since 1989. We have assisted over 1,500 low-income homeowners in that time. We focus on target neighborhoods, and work in partnership with other organizations to maximize our impact on those neighborhoods. In addition to helping individual homeowners, we also complete community benefit projects in our target neighborhoods which include public art projects, murals, community gardens, general community clean-up and more. As an AmeriCorps member with Rebuilding Together Baltimore, you will have the opportunity to experience the inner workings of a small nonprofit that is striving to make Baltimore a better place. You will also help build our capacity and continue to improve our services to the community

Essential Duties and Responsibilities

- Accompany affiliate staff on visits to homes of applicants to record identified repair needs.
- Complete direct hands-on repairs, including but not limited to: rough/trim carpentry, tile work, grab bar installation, wheel chair ramp/safe entry/egress repairs, interior/exterior painting, and weatherization.
- Participate in community engagement activities that inform and educate residents of our target neighborhoods about our services. This can include attendance of community meetings, door to door distribution of materials, attendance at farmer's markets and resource fairs.
- Assist with coordinating logistics for volunteer project days. Includes ensuring tools and materials are on site, as well as supplies and nourishment for volunteers.
- Assist with organizing and maintaining the records of the affiliate's inventory of tools and materials.
- Assist with maintenance of database that stores volunteer and client information.
- Telephone calls to applicants and clients to perform intake interviews and schedule appointments.

Knowledge, Skills, and Abilities

Preferred

- As this role will be interacting with clients and community members regularly, familiarity with the community is preferred
- Experience with managing or working alongside volunteers
- General knowledge of construction skills and housing needs
- Bachelor's Degree or relevant life/work experience
- Ability to sustain high-level of activity on project event days
- Comfortable with public speaking and presenting to large groups

Required

- Ability to compose professional written communications for a variety of audiences, including social media (Facebook, Twitter, e-Newsletter)
- Proficient in Microsoft Word, Microsoft Excel, and internet
- Ability to communicate in clear and encouraging language with a diverse community and staff
- Ability to function in a fast-paced, collaborative environment where each team member must balance being organized and detail-orientated with being flexible and keeping up with changing scopes of project work

Description of Physical Demands

- Must be able to navigate an active construction site, including: climbing stairs and ladders, standing, lifting, and carrying for extended periods of time over difficult terrain.
- The majority of time will be spent in the office; they must be able to use a computer and phone for extended periods of time.
- Must be able to lift 50 pounds on a regular basis as part of their responsibilities to complete direct hands-on repairs and assist with the delivery of tools and materials.
- They must be able to travel independently to meetings in the community and in client homes

Other Requirements

- Access to reliable transportation for daily commute
- Access to reliable transportation for regular travel during the work day as part of core responsibilities
- Use of a personal vehicle is recommended due to inadequate public transportation
- Valid driver's license and driving record to allow use of affiliate-owned or –rented vehicles or trucks

Program Location

Baltimore is quirky, which is part of why we love it. It's also rich with history and a great place to live and work. It's more affordable than many East Coast cities, which make living on an AmeriCorps income easier. "Smalltimore" is a term we use to describe the fact that people in Baltimore are connected in numerous ways. The nonprofit community in Baltimore is full of young professionals, many of whom are AmeriCorps alums. Our office is situated in the Govans area (which is also one of our target neighborhoods) and is within walking distance to cool restaurants and other culture. Baltimore has a great arts scene, and almost every weekend there are free or cheap opportunities to enjoy something new and creative. There are also numerous opportunities to experience and learn about history and historical landmarks. And Washington DC is a quick train ride away.

Background Check

CapacityCorps members are required to pass an FBI criminal background check with fingerprints, applicable state background checks, and an NSOPW check. For more information about disqualifying findings, visit our FAQ's on our website, www.rebuildingtogether.org/capacitycorps.

Prohibited Activities

AmeriCorps members may not engage in any of the AmeriCorps Prohibited Activities (see below) directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed below. AmeriCorps members will not recruit or coordinate volunteers for the purposes of raising funds for his/her living allowance, Rebuilding Together's general operating expenses, or write grant applications for funding provided by CNCS or other federal agencies.

Any volunteer recruitment, training, management, or coordination listed above as completed by the AmeriCorps member pertains to volunteers engaged in work directly related to rebuilding project implementation only.

AmeriCorps Prohibited Activities

Prohibited Activities. While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- a) Attempting to influence legislation;
- b) Organizing or engaging in protests, petitions, boycotts, or strikes;
- c) Assisting, promoting, or deterring union organizing;
- d) Impairing existing contracts for services or collective bargaining agreements;
- e) Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;



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- f) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g) Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- h) Providing a direct benefit to—
 - i) A business organized for profit;
 - ii) A labor union;
 - iii) A partisan political organization;
 - iv) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - v) An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- i) Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j) Providing abortion services or referrals for receipt of such services; and
- k) Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

Citations:

- 45CFR § 2520.65 - http://www.americorps.gov/help/ac_sn_all_2012/WebHelp/index.htm
- 2012 AmeriCorps Provisions IV.D.3 - <https://egrants.cns.gov/provisions/ACProvisions2012.pdf>