



23-34 Greater Des Moines Habitat for Humanity Position Descriptions

2200 E Euclid Ave, Des Moines, IA 50317

This site is hiring to fill the following positions:

Position #1: *Logistics Coordinator*

Position #2: *Audit Coordinator*

Position #3: *Outreach and Education Coordinator*

Terms:

| Position Type | Service Length | Hour Commitment | Living Allowance | Segal Education Award |
|--------------------------|----------------|--|---|------------------------|
| Three-quarter-time (TQT) | 11-mo | 1,200 hours (28-30 hours/week) | \$18,000/term (\$1,636.36/mo) | \$4,826.50/term |

Anticipated service schedule for this host site is **[9:00 am - 3:00 pm, Monday through Friday]**, with occasional nights and weekends as projects require.

Host Site Overview:

Seeking to put God's love into action, Greater Des Moines Habitat for Humanity brings people together to build homes, communities, and hope. Founded on the conviction that every person should have a decent, safe, and affordable place to live, GDM Habitat seeks to transform neighborhoods and build brighter futures through affordable homeownership and owner-occupied repair.

Over the last 35 years, GDM Habitat has been on the forefront of addressing affordable housing in Des Moines and surrounding areas. Since 1987, more than 400 families have had the opportunity to purchase a safe, affordable place to live, and 2,000 families have been helped to stay in their homes. GDM Habitat continues to create, preserve, and champion homeownership affordability. We serve low-income families residing in Polk, Dallas, and Jasper counties.

Our relationship with AmeriCorps run deep. We have been hosting AmeriCorps members here at GDM Habitat for over 18 years. We have been a Host Site for Green Iowa AmeriCorps members since 2016.

GIA Performance Metrics *Members work in collaboration with the host agency and community partners to complete the following metrics based on grants that support the AmeriCorps program. Please note: each metric denotes program-wide totals*

- **Educational Programming** engaging participants in environmentally focused lessons and activities [450 education events with 4500 individuals reached]
- **Community Outreach** engaging outside volunteers in service activities [380 outreach events with 2750 volunteers engaged]
- **Additional Direct Service Activities**

Green Iowa AmeriCorps
[Host Site] Position Descriptions

- **Energy efficiency services (examples: residential home energy audits and weatherizations, residential and/or public retrofits, distribution of energy savers kits)** [600 energy assessments and 400 retrofits]
- **Tree planting** [1500 trees planted]
- **Waste reduction activities (examples: recycling and/or composting education, waste audits)**

Site Supervisor(s): Les Stohs – Director, Construction Services and Jeff Vieth – Superintendent, Home Repairs

Minimum Member Qualifications:

- At minimum members must be high school graduates, GED recipients, or working on attaining a high school diploma or GED during their term of service
- Be 17 years or older (*17-year-old applicants require parental consent*)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident
- Have a valid driver's license

Position: Logistics Coordinator

Position Outline: This position is key to a smooth-running operation. The Logistics Coordinator will field phone calls, emails, and requests from applicants to determine their needs and then if applicable, schedule an energy audit etc. This position must be highly organized and be able to juggle multiple things at one time. They will be setting the schedule and workflow for the team for the week.

This position works closely with the GDM Habitat Home Repair team both passing along referrals for further services done by Habitat as well as receiving referrals from Habitat for families requesting energy audits etc. This position will also be involved in conducting energy audits as time permits. Must be able to articulate both the Green Iowa Program as well as GDM Habitat's program offerings.

We try to give the members multiple days a week to participate in direct home repairs (replacing doors, windows, building ramps, steps, accessibility options etc.) as well as participate in new home construction activities.

Member Duties:

- Answer phone calls and return emails
- Schedule weekly energy audits with families

Green Iowa AmeriCorps
[Host Site] Position Descriptions

- Maintain all record keeping for team activities – education, outreach, weatherization etc.
- Maintain team calendar of scheduled events and activities
- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

The ideal candidate will possess the following skills:

- Highly organized in scheduling and multi-tasking
- Detailed oriented
- Strong verbal and written communication skills
- Able to work in a self-directed environment
- Strong customer service skills
- Team player, willing to help where needed
- Ability to operate computers/phone system to send and receive e-mails as well as answer and return phone calls
- Proficient in Microsoft products

Members can expect to gain the following skills/experiences in this position:

- Serving with GDM Habitat, you will get an opportunity to connect with other AmeriCorps members as well as other members of our staff and the Green Iowa team. We strive to make sure that everyone here regardless of if you are a staff member or an AmeriCorps member, that you feel like part of our team. We are very inclusive and will include you in as many activities as possible. There will be all kinds of networking opportunities serving here with GDM Habitat.
- In this role you will get the opportunity to build relationships with both Green Iowa families as well as the Habitat partner families and help to address their needs to stay safely in their homes.
- We will create opportunities for you to learn basic home repair as well as home building skills that can help you and your family down the road.
- You will be able to hone your skills of project management and scheduling by keeping the team organized for the week.

Position: Audit Coordinator

Position Outline: This position is key for successfully and safely conducting energy audits for families requesting the service. You need to be able to both listen as well as articulate the

Green Iowa AmeriCorps
[Host Site] Position Descriptions

energy audit process to the family. You will need to be able to get trained in the process of conducting energy audits and then be able to lead the Green Iowa team to a smooth-running operation. This position will work closely with the Logistics Coordinator to ensure proper scheduling of audits and to keep the Logistic Coordinator up to date on the status of each energy audit.

This position needs to be a self-starter and able to lead the team through the energy audit process and delegate tasks as necessary. In this role you will communicate closely with the GDM Habitat Home Repair team passing along needed services that may fall outside of the Green Iowa teams core competencies. Must be able to articulate both the Green Iowa Program as well as GDM Habitat's program offerings

We try to give the members multiple days a week to participate in direct home repairs (replacing doors, windows, building ramps, steps, accessibility options etc.) as well as participate in new home construction activities.

Member Duties:

- Perform all pre & post weatherization blower door tests
- Complete necessary training for the energy auditor position including certification test
- Complete any additional training related to the role including OSHA or site safety training
- Serve as the resident expert for all things related to weatherization as well as quality assurance
- Manage inventory of energy audit equipment as well as needed supplies for necessary installations
- Maintain all record keeping for completed audits in appropriate logbook
- Communicate with site supervisor of needed supplies
- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

The ideal candidate will possess the following skills:

- Knowledge of basic home construction
- Knowledge of basic HVAC and plumbing systems
- Be very safety conscious
- Detail oriented
- Strong verbal and written communication skills
- Able to work in a self-directed environment

Green Iowa AmeriCorps
[Host Site] Position Descriptions

- Strong customer service skills
- Team player, willing to help where needed
- Excellent problem-solving skills

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- We will create opportunities for you to learn basic home repair as well as home building skills that can help you and your family down the road.
- You will be able to develop your energy audit skills as well as an overall better understanding of energy efficient housing etc.

Position: Outreach and Education Coordinator

Position Outline: This position is key to the successful outreach, education, and promotion of the Green Iowa program. By being involved in the community and finding stakeholders to partner with, we can continue to educate the neighborhood residents on the importance of weatherizing and making their homes more energy efficient. Actively participating in local schools with educational events, helps our youth to understand how they can also take an active part in conserving energy and how that can affect not only the environment, but also their families monthly budget.

Des Moines has nearly 60 neighborhoods and GDM Habitat has built homes or served families in over half of those neighborhoods. We have been active in many of those neighborhood associations as well.

This position needs to be a self-starter and able to work independently with little direct supervision. You must be an outgoing individual who can easily strike up a conversation with strangers and explain all the details of the Green Iowa program and also be able to speak about GDM Habitat and the programs we offer. In this position you will be hosting tabling events as well as conducting demonstrations with elementary and middle school students.

Green Iowa AmeriCorps
[Host Site] Position Descriptions

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Member Duties:

- Identify community partners to perform educational programs
- Schedule education presentations and workshops
- Develop and facilitate presentations and workshops
- Identify existing community events and find a way to get involved (Earth week, AmeriCorps week etc.)
- Plan at least 2 outreach events a month
- Set up and plan tabling events
- Maintain outreach log
- Recruit audit/weatherization candidates
- Promote events
- Write press releases
- Distribute flyers and press releases
- Maintain social media accounts
- Work with team members and marketing coordinators for monthly newsletter
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

The ideal candidate will possess the following skills:

- Organized
- Outgoing
- Comfortable in public speaking
- Familiar with social media platforms
- Ability to network
- Creative
- Experience in working with children and adults
- Public speaking skills
- Comfortable in speaking in front of groups
- Ability to create educational material and plan events
- Detail oriented
- Strong verbal and written communication skills
- Able to work in a self-directed environment
- Strong customer service skills
- Team player, willing to help where needed
- Excellent problem-solving skills

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- We will create opportunities for you to learn basic home repair as well as home building skills that can help you and your family down the road.
- You will be able to develop your outreach and public speaking abilities as well as establishing networks to carry with you in the future. You will also learn a basic understanding of energy audits as well as an overall better understanding of energy efficient housing etc.