



## 2025-2026 Greater Des Moines Habitat for Humanity Position Descriptions

95 University Ave, Suite 1, Des Moines, IA 50314

### This site is hiring to fill the following positions:

Position #1: *Audit & Logistics Coordinator*

Position #2: *Outreach and Education Coordinator*

### Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter-time (TQT)	11-mo	<b>1,200 hours</b> (28-30 hours/week)	<b>\$18,000/term</b> (\$1,636.36/mo)	<b>\$5,176.50/term</b>

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**

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- **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):** Jon Plummer – Project Manager, Home Preservation Program

**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

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**Position:** Audit & Logistics Coordinator

**Position Outline:** This position is essential to the successful and smooth operation of the Green Iowa energy audit program and its collaboration with GDM Habitat for Humanity. The ideal candidate is a self-starter who is highly organized, can effectively lead a team, and is capable of managing multiple responsibilities simultaneously.

Member will be trained in the process of conducting energy audits for families and will play a lead role in performing and coordinating these audits. Strong communication skills are critical as you must be able to clearly explain the audit process to families, listen to their concerns, and represent both the Green Iowa and GDM Habitat program offerings. This position also manages incoming requests, schedules audits, and sets the weekly workflow for the team to ensure that services are delivered efficiently and effectively.

In addition to leading the team through the audit process and delegating tasks as necessary, you will work collaboratively with the GDM Habitat Home Repair team. This includes referring families to Habitat for services beyond Green Iowa's scope, as well as accepting referrals for energy audits and related needs. As time permits, this role may also be involved in conducting audits directly.

Team members are also given multiple opportunities each week to participate in hands-on service projects, including direct home repairs (such as replacing doors and windows, building

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ramps or steps, and installing accessibility features) as well as contributing to new home construction efforts.

**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
- Answer phone calls and return emails
- Schedule weekly energy audits with families
- Maintain all record keeping for completed audits in appropriate logbook
- Communicate with site supervisor of needed supplies
- 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
- 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
- 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
- Excellent problem-solving skills

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

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- 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 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.

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:**

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- 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

**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

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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.

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[\*Green Iowa AmeriCorps\*](#) is managed by the University of Northern Iowa's [\*Center for Energy and Environmental Education\*](#)

