



AmeriCorps  
VISTA

## Interfaith Programs Coordinator

### POSITION SUMMARY

AmeriCorps VISTA Position

Positions Available: 1

12 month commitment starting in August 2017

Monday - Friday / 9:00 AM - 5:00 PM, Occasional evenings and weekends

Reports to: Faith & Community Partnerships Manager

Location: Oakland Office, may have option to work in Milpitas

The AmeriCorps VISTA joins the team of Habitat for Humanity East Bay/Silicon Valley (HEBSV) to increase our capacity to build homes, community, and hope in our three-county service area. The Interfaith Programs Coordinator VISTA will focus on sustainability in interfaith programs, through volunteer leadership and ongoing engagement.

The VISTA will identify and train strategic, dedicated individual volunteers of diverse faiths, and plan mission-oriented interfaith outreach events as appropriate to promote interfaith cooperation and engagement in Habitat's mission. Currently, volunteers from faith communities are three times more likely than corporate or other volunteers to also be personal donors to the organization. The VISTA will identify strategic donors or funding sources to support ongoing interfaith programs to support the Habitat mission.

### Program Duties and Responsibilities

#### ***Research and Assessment (30%)***

- Research the existing interfaith volunteer program at HEBSV and determine needed improvement through interviews with staff, board members and volunteers.
- Research outreach and interfaith educational resources available from Habitat for Humanity International, other affiliates, etc. Compare findings to current affiliate methods and resources.
- Research volunteer-to-donor statistics as applicable to volunteers from faith organizations. Make recommendations to F&CPM and individual giving officers for new or growth opportunities in fundraising.
- Research youth and intergenerational Habitat for Humanity resources available to faith-based communities and assess needs for diverse faith communities.

#### ***Program Development (20%)***

- Develop and document a volunteer identification, recruitment, follow-up, and recognition plan to include items identified as best practices during the exploration phase.
- Develop and document interfaith education resources, in partnership with local interfaith leaders, non-profit organizations, and staff.

- Develop best practices around interfaith volunteer-based events or educational programs to further interfaith cooperation and outreach. Develop an events plan for annual, bi-annual, or monthly events, such as tours, panel discussions, builds, Build-A-Thons, etc.
- Create and document recruitment resources, including marketing documents, volunteer applications, and contacts of places where recruitment has been successful (local events, local partners, online outreach, social media, etc.)

### ***Volunteer Recruitment, Training, and Stewardship (30%)***

- Identify and recruit groups of interfaith volunteers and volunteer groups from previously under-represented faith traditions.
- Identify and train strategic, dedicated individual volunteers of diverse faiths to support our organization in an ongoing way.
- Provide follow-up and feedback for new and returning faith-based volunteers. Synthesize feedback and work with volunteers and staff to implement changes for improved experience and retention.
- Implement the Interfaith Volunteer Recognition plan, to thank, encourage, and retain volunteers as individuals and groups.

### ***Direct Interfaith Programming (20%)***

- Provide interfaith programming for regular interfaith or faith-based build days. Coordinate with construction and volunteer coordination staff to provide sustainable programming across the organization. Support the F&CPM in providing faith-based programming for departmental or organizational events.
- Plan at least two (2) interfaith mini-events, either as outreach, education, or action-based engagement with an interfaith audience and volunteer community.
- Create and utilize resources for diverse faith communities for youth education and service-learning.

## **REQUIRED SKILLS AND QUALIFICATIONS**

- Bachelor's degree
- Strong competence in Microsoft Office (Word, Excel, PowerPoint, Outlook); experience with Raiser's Edge or other constituent management software ideal.
- Excellent skills in writing, communication, and presentation
- Strong planning and organizational skills to function smoothly under multiple deadlines and shifting priorities.
- High level of religious literacy across traditions and experience working in local faith communities. Experience in interfaith programs desired.
- Experience training, working alongside or leading volunteers preferred.
- Ability to work nights and weekends as necessary.
- Ability to commute regularly between Oakland and Milpitas offices.
- Ability to travel to any location of our three-county service territory regularly.
- Excellent interpersonal skills, to build positive and ongoing relationships with volunteers, home owners, donors and board members.
- Strong team player who also works well independently.
- Passionate commitment to affordable housing and Habitat's vision of a world where everyone has a decent place to live.

## **COMPENSATION AND BENEFITS**

This is an AmeriCorps VISTA position. To learn more about AmeriCorps, please visit [www.americorps.gov](http://www.americorps.gov)

Habitat AmeriCorps commit to 12 months of full-time service and receive the following benefits:

- Monthly Living allowance of \$1,333-\$1,515 (living allowance determined by county position is based in)
- An education award of \$5,815 or a cash stipend of \$1,500 upon successful completion of service
- Personal and sick leave
- Health care benefit
- Student Loan Forbearance (if eligible – Go to AmeriCorps.gov website to see if your loan would qualify)
- Child care assistance (if eligible)
- Non-competitive Hiring Status – When you satisfactorily complete one full year of service, they earn non-competitive eligibility for federal government jobs for one year after the member's service
- Due to the high cost of living in the Bay Area, Habitat EBSV provides a \$500 monthly rental stipend to supplement living costs. Members who have formerly served with a Habitat affiliate may be eligible for an additional rental and/or educational stipend.

## INTERESTED APPLICANTS

Learn more about Habitat East Bay/East Bay Silicon Valley at <http://www.habitatebsv.org>

To apply: [CLICK HERE](#)

***Please note that acceptance into the program is subject to official position approval, a background check prior to start and applicant approval from Habitat for Humanity International.***

Habitat for Humanity East Bay/Silicon Valley brings people together to build homes, communities and hope. We revitalize neighborhoods, build affordable and sustainable housing solutions, and empower families through successful homeownership. Since 1986, we have partnered with volunteers, the community, and qualified families with limited incomes to strengthen communities in Alameda, Contra Costa, and Santa Clara Counties.