



# Rebuilding Together SummerCorps SummerCorps Community Partner Coordinator



Host Site: Rebuilding Together San Francisco

AmeriCorps Program: SummerCorps

Title: SummerCorps Community Partner Coordinator

Location: San Francisco, CA

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## About Our Community

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San Francisco is well known throughout the world as a place of creativity and innovation; beat poets, gay rights activists, technology innovators, all breeds of misfits and outcasts. But in San Francisco's most recent success as a world leader in the technology industry there is increasingly less space (figurative and literal) for the retired, disabled, and unsalaried. As the median annual income soars above 80K but 20% of households live below the poverty line, San Francisco suffers from a jarring case of feast and famine where homeless encampments have to be systematically cleared for incoming tech conferences and people adapt to increasingly less safe and healthy living conditions. Rebuilding Together San Francisco sees itself as a part of the solution to both the affordable housing crisis and the fragmentation of communities caused by increasing gentrification. We hope that our AmeriCorps member can help us to tackle both the practical problems of keeping long-time San Franciscans in the homes and the neighborhoods they love and also preserve and nurture the communal and creative spirit that makes San Francisco so unique.

Beneath the simultaneously grimy and manicured exterior are stories and histories of gold rush, double lives, and optimism. It is VERY important to note that the cost of living in the city is challenging for anyone, but particularly those who choose to be SummerCorps Members. While we offer a modest "high cost of living stipend" that is distributed at the half-way and end-of term mark and a public transit subsidy, it is critical that you already have several ideas for affordable housing options that takes into account travel time to and from the office located on the Embarcadero (downtown San Francisco). We want to be sure candidates strongly consider the financial realities within San Francisco before applying; we recognize that this is a very personal decision. While we are here to help with brainstorming and connecting you with our networks, our help may not result in finding you affordable housing for the relatively short term of service.

## Summary of Position

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The SummerCorps Community Partner Coordinator strives to build trust and awareness among targeted client populations most in need of our services and activate the local community to get involved in the Bayview. The SummerCorps Community Partner Coordinator represents Rebuilding Together in the community and builds relationships with community groups and leaders in the Bayview, which is the site of our annual Rebuild My Block event. These partners will help us identify homeowners and community



# Rebuilding Together SummerCorps SummerCorps Community Partner Coordinator



spaces that would benefit from our repair programs, collaborate with us to provide additional neighborhood repairs (sidewalk clean up, tree trimming, providing gardening tools), and help us recruit volunteers for Rebuild My Block. The SummerCorps Community Partner Coordinator identifies and implements outreach strategies and techniques to increase homeowner applications and engage volunteers (both skilled and unskilled). The SummerCorps Community Partner Coordinator serves as a contact for all clients and volunteers, and ensures a good flow of communication before, during, and after volunteer projects related to organizing for Rebuild My Block: The Bayview, year 3.

## Essential Duties and Responsibilities

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- Meet with community organizations, neighborhood associations, and other local leaders serving or working with our targeted community. Represent Rebuilding Together at community forums, coalition meetings, etc.
- Work with other team members to coordinate the client application process, including: supporting homeowner application intake and tracking the client application/approval process in the database.
- Develop and maintain community partnerships to support a strong pipeline of volunteers to participate in rebuilding events, including: conduct research to identify potential partners, coordinate and participate in outreach meetings, and serve as main point of contact with partners for volunteering matters.
- Collaborate with staff to place volunteers with appropriate rebuilding projects, schedule projects and develop project timelines, get tools and materials on site, and meet with clients to ensure they know what to expect on project day.
- Interview or survey homeowners and volunteers after project completion to capture their experiences with Rebuilding Together. Report findings to the team and suggest solutions for improving our delivery of a high quality of services to homeowners and volunteer experience to volunteers.
- Pursue a robust client and volunteer outreach strategy that will increase awareness of our Rebuild My Block Program among our target populations, including: attending community meetings and other events; creating and distributing materials; contributing client- and volunteer-focused content for social media, newsletter, and website; presenting at community organizations and tabling at resource and volunteer fairs.

## Knowledge, Skills, and Abilities

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### Preferred

- Experience with construction, home repair, and housing issues
- Ability to work on multiple tasks in a growing and changing environment, with flexibility/adaptability
- Volunteer service experience; managing or coordinating other volunteers is a plus
- Able to absorb complex information quickly and communicate that information effectively



# Rebuilding Together SummerCorps

## SummerCorps Community Partner Coordinator



- Well-organized, detail-oriented, self-motivated, flexible
- Ability to compose professional written communications for a variety of audiences, including social media (Facebook, Twitter, e-Newsletter)

### Required

- Bachelor's degree or equivalent work/volunteering experience
- Proficient in Microsoft Word and Excel or similar
- Solid interpersonal skills and ability make connections and build relationships with both volunteers and clients
- Comfort with speaking and presenting in front of large groups--experience training or teaching adults/volunteers is a plus
- Ability to work with diverse clients, volunteers, and staff to create a friendly, helpful atmosphere
- Ability to work equally well on independent projects as well as on collaborative, team projects
- Positive and optimistic attitude, good problem-solving skills

### Description of Physical Demands

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- Must be able to navigate an active construction site, including: climbing stairs, standing, lifting, and carrying for extended periods of time.
- 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 10 pounds on a regular basis as part of their responsibilities to bring materials to meetings, such as boxes of pamphlets, screen and projector, etc.
- They must be able to travel independently to meetings in the community and in client homes
- They will assist with several rebuilding days during the term—as such they must be able to walk, climb stairs, stand, lift, and carry for extended periods of time.

### Other Requirements

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- Comfort with traveling via public transportation throughout the work day (or willingness to learn)
- Valid driver's license and driving record to allow use of affiliate-owned or –rented vehicles or trucks
- Comfort driving a large pick up truck (or willingness to learn)

### Background Check

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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](http://www.rebuildingtogether.org/capacitycorps).



# Rebuilding Together SummerCorps

## SummerCorps Community Partner Coordinator



### Prohibited Activities

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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;
- 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;



# Rebuilding Together SummerCorps SummerCorps Community Partner Coordinator



- 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](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>