Habitat for Humanity Int'l - VISTA - Project - US Offices/Mergers

Habitat for Humanity International
US Offices/Mergers Department

Project Development

Habitat for Humanity International’s US Offices/Mergers Department is seeking a Project Development VISTA who will assist in developing merger policies, procedures and related post-merger follow-up when HFH affiliates decide to merge with other affiliates in their same service area.

The member will assist with the following:

1. Research and create a database of affiliates that have expanded their Geographic Service Area (GSA) via mergers, acquisitions and/or expansions (here-forward referred to as “expansions”) including data of those affiliates that were disaffiliated and dissolved as part of an expansion via merger and/or acquisition.
2. Work with Habitat for Humanity International (HFHI) and select affiliate & State Support Organization (SSO) representatives to establish a set of metrics to be captured, quantified, monitored, annually updated and analyzed for each expansion (including pre-consolidation data from each affiliate where applicable).
3. Interview post-expansion affiliates for predetermined data points beyond financials and families served.
4. Research and select a platform on which to build a user-friendly tool to manage & analyze data and provide reports on post-expansion affiliates.
5. Build a post-expansion knowledge base for better post-consolidation/expansion data for a) affiliates exploring mergers, b) affiliates exploring operational models, c) HFHI staff managing (and modifying/updating) the merger process, and d) HFHI leadership.
6. Develop an analysis and reporting tool/process from information gathered in the post-expansion knowledge base tool.
7. Create a manual for use, updating and maintenance of post-consolidation/expansion database.
8. Train HFHI Administrator and Merger Organizational Development Consultant (ODC) in use, updating and maintenance of post-consolidation/expansion database.

Member Activities Include:

1. Develop a new system and program that will increase the post-expansion data available to HFHI and HFHI affiliates.
2. Select and/or develop a post-expansion data base tool
3. Develop an e-survey tool and questions for post-expansion affiliates that compliments or is compatible with data-base tool and implement
4. Develop follow-up telephone interview questions and implement
5. Develop community partnerships that will support programs, develop leadership and leverage resources.
6. Develop methods to increase participation with project, including presentations, materials and systems for recruitment of partners, volunteers and leadership.
7. Develop systems to accurately track and record project related data, focused on ensuring sustainability. Develop evaluation tools that will assist in projecting and assessing project impact.
8. Develop an analysis process & goals for info in post-expansion database
9. Formulate results and present to key stakeholders to establish direction of project.
10. Develop all processes, materials, and procedures for project.

Education/Experience/Knowledge/Skills required for this position

- Valid Driver’s License and ability to meet host site’s insurance requirements
- Microsoft Office Suite (especially Word/Excel), Power Point, Raisers Edge, Internet research
- A second language is highly desirable, with preferred languages being Spanish.
- Strong written and verbal communication skills
- Public speaking experience preferred
- Marketing experience is highly desirable
- Knowledge of community development practices preferred
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity and AmeriCorps
- Ability to work with a diverse group of people
- Detail oriented and highly organized
- Experience working with volunteers or teaching/group facilitation experience
- Experience working as a member of a team
- Project management experience preferred
• Strong research skills
• Ability to complete the reporting and timesheet requirements of the AmeriCorps program in a timely, accurate, and thorough manner
• Strong computer competency, including database creation and management
• Ability to work and communicate well with a large and diverse population

We look for members who:
Possess a sincere desire to serve others and are dedicated to Habitat's mission
Have strong written and verbal communication skills
Have excellent attention to detail skills
Are able to work with a diverse group of people

Benefits of Service:
Skills for the future
Minimal living allowance (living allowance determined by county position is based in)
An education award of $5,775 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

What’s in it for you?
At the end of the service year, you will have gained new skills and expertise, developed new relationships, and maybe even become a member of a new community.

What’s needed to apply?
Resume (tell us about your experience)
Motivation Statement (this essay gives you the opportunity to express why you want to serve)

Requirements to serve at this site:
18 years of age or older
U.S. citizen, national, or lawful permanent resident
Possess a high school diploma or GED equivalent (or agree to work towards one while serving)
Confirm understanding that this is a full-time volunteer opportunity and that AmeriCorps members receive a small living allowance

About Habitat:

Habitat for Humanity International is a non-profit, ecumenical Christian housing ministry. The purpose and goal of Habitat for Humanity International is to eliminate poverty housing and homelessness from the world, and to make decent shelter a matter of conscience and action. Habitat invites people of all backgrounds, races and religions to build houses in partnership with families in need. Habitat for Humanity has an Administrative Headquarters based in Atlanta, an Operational Headquarters based in Americus, Georgia, and Area Office bases of operations in Manila, Philippines for our Asia and Pacific work, San Jose, Costa Rica for our Latin American and Caribbean work and Bratislava, Slovakia for our Europe, the Middle East and Africa work.

Habitat for Humanity engages people of all ages and backgrounds in addressing community needs.

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Region: North America
Job Position Type: AmeriCorps
Job Position Category: Volunteer Opportunity
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