



**AmeriCorps Member
Service Opportunity
Part-Time Position
900 hours in 7 months**



Genesee County Land Bank through Habitat for Humanity of Michigan is seeking a part-time AmeriCorps member to serve as a Homeowner Support Liaison. The candidate will ideally begin service on June 26, 2018 and serve a minimum of 900 hours through the end of his/her term on March 1, 2019.

ORGANIZATION BACKGROUND

The mission of the Genesee County Land Bank Authority (GCLBA) is to restore value to the community by acquiring, developing and selling vacant and abandoned properties in cooperation with stakeholders who value responsible land ownership.

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

The member selected to serve in this capacity will be responsible for:

- Provide support to community members (volunteers) interested in adopting or leasing vacant and abandoned tax foreclosed properties to return value to the land and neighborhoods.
- Assist in homeowner application process, including processing credit/background checks, processing applications, meeting one-on-one with homeowners to view properties and guide them through the process and assess their needs.
- Assist in processing applications for purchase of residential property, including review of applicants' income and other eligibility to purchase from the GCLBA.
- Evaluate households for eligibility to access resources under the GCLBA's MDHHS funded lead remediation program.
- Prepare documents for use in property transactions.
- Evaluate vacant property maintenance completed by residents and community groups.
- Provide excellent customer service while assisting with the processing of applications.

DESIRED SKILLS

- Ability to work independently and in a team environment
- Ability to work a flexible schedule if need be
- Strong oral and written communication skills
- Excellent computer skills, including proficiency with Microsoft Office (Word, Excel, Access), internet.
- Experience using office equipment, including copiers, printers and fax machines
- Familiarity with Flint and Genesee County
- Strong attention to detail
- Desire and willingness to work with individuals from diverse ethnic and socioeconomic backgrounds, and ability to work with special needs and disabled individuals
- Ability to well work under pressure
- Good judgment

PROGRAM ELIGIBILITY REQUIREMENTS

To be eligible to participate as a Habitat for Humanity AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Be eligible to earn 100% of a half-time education award (\$2960.00)
- Be eligible to perform a term of national service
- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 18 years of age (note there is no upper age limit)
- Have unexpired proof of status as a US citizen or possess permanent resident status and be able to provide documentation as determined by CNCS
- Be available to serve for a full 7 month period of time
- Be able to complete at least 900 hours of service within the 7 months of service as well as serve the full term of the service
- Be available for service from June 26, 2018 through March 1, 2019.

PROGRAM BENEFITS

Upon successful completion of the term of service, the member will be eligible for an education award of \$2,960.00 (usable for 7 years after term finished for tuition expenses/student loans). The position pays a total living stipend of \$6,750. Loan forbearance, accrued interest paid. The position provides monthly professional development opportunities, program-wide and statewide networking, Access to AmeriCorps Alums Networks (includes virtual graduate school and employer fairs, discounts on businesses and services, professional development groups and webinars).

HOW TO APPLY:

Resumes should be sent to:

Dawn Everett, Sales and Development Manager

Genesee County Land Bank Authority

452 S. Saginaw St. 2nd Floor

Flint, MI 48502

Applications may be sent in mail, hand delivered, or emailed to deverett@thelandbank.org.

Applications must be received by June 18, 2018 by 4:00 pm EST.

*We promote equal opportunity in selecting AmeriCorps members.
We are committed to diversity and inclusion in the selection process.*