

## ***Project and Resident Services Assistant***

### **Twin Pines Housing, White River Junction, VT**



This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

Twin Pines Housing (TPH) is the Upper Valley's leading provider and developer of affordable housing, serving northern Windsor County and southeastern Orange County in Vermont, and southern Grafton County and northern Sullivan County in New Hampshire. The agency develops and manages affordable multi-family apartments, affordable homeownership units and mobile home parks. It currently manages or oversees 417 units of rental housing and 47 home ownership units. TPH currently has about \$30 million in housing renewal and new housing projects in the pipeline.

Twin Pines Housing's mission is to strengthen the Upper Valley community by developing and improving affordable homes for individuals and families, and by supporting our tenants and owners. The goal of the Project Assistant position is to support and learn about the importance of affordable housing, while building professional and communication skills, and learning to serve with a variety of different people.

#### **Essential Functions:**

- Support new project development under direction of Project Manager:
  - Help prepare real estate development applications
  - Attend construction meetings; work with with vendors
- Support renovation of 100-unit complex under direction of Director of Property Management:
  - Communicate with tenants through newsletters and written correspondence
  - Meet one-on-one with tenants during construction
- Support tenants under direction of Resident Services Coordinator:
  - Assist residents with applications and other paperwork
  - Help coordinate and provide resident programming (e.g. community garden and lunch/literacy programs)
- Conduct resident surveys; analyze results
- Provide office organization and data entry relevant to position
- Assist with community and outreach events
- Participate in Independent Service Project, Trainings, Service Days, Events and Program Initiatives under the guidance of VHCB AmeriCorps
- Engage in networking and professional and personal development activities

#### **Marginal Functions:**

- Design brochures, fact sheets, program guides, flyers, etc.
- Assist Maintenance Technicians at properties as needed
- Create content for program website
- Create content for resident newsletters



# VHCB AmeriCorps

## Desired Qualifications:

- Strong time management, organization and communication skills.
- Strong attention to detail
- Ability to manage multiple tasks and priorities
- Ability to serve independently and with multiple supervisors
- Ability to lift 25lbs
- Proficiency with Windows Microsoft Office programs
- Professional, friendly personality
- Reliable automobile and safe driving record

## Minimum Qualifications:

- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with written parental permission that has been verified by phone;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check
- Be committed to the VHCB AmeriCorps program's ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events, and be prepared to drive up to 2-3 hours each way.

## Additional Information:

Service will be performed both in an office setting and at properties with property management and resident services staff. Time will be spent at a computer, communicating by phone, collaborating with team members, and interacting with residents. During tenant relocations, the AmeriCorps Member will assist tenants and staff with moving tenants, including lifting of moving boxes, personal items, and furniture.

Position begins March 4, 2019 and ends August 30, 2019.

This position is **Half Time**: Requires 900 hours for an average of 40 hours per week for 26 weeks. Member will receive a living allowance of \$10,800 (pre-tax), and an education award of \$2,960 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loanforbearance, and various training and networking opportunities.

This position **does** have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).



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**To Apply:** [http://www.vhcb.org/ameriCorps/menu\\_events/positions/](http://www.vhcb.org/ameriCorps/menu_events/positions/)

For questions about this position or to send additional materials:

Laura Beliveau, Project Manager & General Counsel  
226 Holiday Drive, Suite 20  
White River Junction, VT 05001  
(802) 291-7000  
Laura.Beliveau@tphtrust.org

Application deadline: February 13, 2019

Additional information on AmeriCorps is available at [www.americorps.org](http://www.americorps.org).

**The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.**

Member Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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