

# VHCB AmeriCorps

## ***Project Assistant***

### **Twin Pines Housing Trust, 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 is a national service program that places AmeriCorps members with non-profit housing or land and energy conservation organizations around the state.

Twin Pines Housing Trust (TPHT) 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 390 units of rental housing and 45 home ownership units. TPHT currently has about \$30 million in housing renewal and new housing projects in the pipeline.

The mission of TPHT is to increase and maintain perpetually affordable housing in the Upper Valley. The goal of the Project Assistant position is to support and learn about the importance of affordable housing, while building basic office skills, professional communication skills, and learning to work with a variety of different people.

#### **Essential Duties of Position:**

- Assist with new rental and cottage development projects, potentially in White River Junction and Woodstock
  - Assist with preparation of real estate development application
  - Communicate construction status, property updates, and other information to tenants through newsletters or other written correspondence
  - Work with tenants on a one-on-one basis as needed throughout the construction process
  - Other development duties as required
- Assist low-income individuals with homeownership sales, by preparing marketing materials, working with potential buyers, and entering resale and new buyer information into online HomeKeeper database, and other tasks as required
- Create, distribute and compile data of a rental resident survey collecting demographic information that the organization can use to determine how to best serve our tenants
- Create, distribute and compile data of single family homeowners to identify needs that the organization may be able to assist with, such as refinancing or assistance with property upkeep
- General office organization, filing and data entry
- Review and audit property management databases for accuracy and efficiency
- Assist with community and outreach event coordination and planning



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## **Marginal Duties of Position:**

- Design brochures, fact sheets, program guides, etc.
- Assist Maintenance Technicians at properties as needed
- Create content for program website.
- Other duties as assigned and within AmeriCorps guidelines

## **Desired Qualifications:**

- Strong time management, organization and communication skills.
- Strong attention to detail
- Ability to manage multiple tasks and priorities
- Ability to work 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; (call with questions about this);
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit), or 17 years of age with written parental permission that has been verified by phone;
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of service-year. A candidate may not drop out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check
- Be committed to the VHCB AmeriCorps program, and its 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.
- Willingness to participate in support and collaborate with fellow VHCB AmeriCorps members, and members from other AmeriCorps Programs.
- Willingness to participate in a self-designed Independent Service Project and other VHCB AmeriCorps Program Initiatives.

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## Additional Information:

Service will be performed primarily in an office setting. Most time will be spent working at a computer, communicating by phone, and collaborating with team members. 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 September 11<sup>th</sup>, 2017 and ends August 10<sup>th</sup>, 2018.

This position is:

**Full Time:** Requires 1,700 hours and serves approximately 40 hours per week for 11 months. Member will receive a living allowance of \$17,850 (pre-tax), and an education award of \$5,815 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and various training opportunities.

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

**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:

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Application deadline: August 16, 2017.

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.**

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