

WillCounty

Summer Internship Program

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| Organization Name | Will County Habitat for Humanity |
| Industry | Affordable Housing |
| Internship Title | Community Outreach Assistant |
| Hours per Week | 20 to 30 hours per week |
| Rate of Pay | \$14.00 |
| Start/End Dates | May- August 2023 |

About Company

Organization Description:

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope. We envision a world where everyone has a decent place to live.

Will County Habitat for Humanity (WCHFH) is a locally run affiliate of Habitat for Humanity International, a nonprofit, ecumenical Christian housing organization that makes the dream of homeownership possible for low-income families. By creating an affordable mortgage, typically much less than average rental rates in the market area, we provide stability and an increase in disposable income by 20-30% or more. That increase results in outcomes that most average, and above-income makers take for granted. These outcomes include the ability to adequately feed the household; having safe and healthy living conditions; providing for a supportive educational environment that leads to increased rates of high school graduation and college degrees; having health care coverage; being involved in the community, and ultimately providing an increased sense of hope. This game-changer is the best method to break the cycle of generational poverty. WCHFH is seeking to make a long-term impact on the supply of affordable housing in Will and Grundy County and the lives of Habitat homeowners.

Since 1988, WCHFH has partnered with people in our community to help them build or improve a place they can call home. WCHFH homeowners help build their own homes alongside volunteers and pay an affordable mortgage. With your support, WCHFH homeowners achieve the strength, stability, and independence they need to build a better life for themselves and their families.

Position Description

This position is to grow the affiliate's capacity within WCHFH's Community Outreach program. Your role would be to provide on-going research to create a strategic plan for WCHFH's Community Outreach and Volunteer program. You will be connecting with other Habitat affiliates to learn about their programs and best practices.

- Reaching out to Habitat affiliates with questions to learn more about their programs and best practices.
- Research community events within Will County that would be a way to introduce WCHFH to the community. Create a list to include calendar, event summary, attendance, contacts, etc.
- Attend community events, then provide feedback on the benefits and the impact of being a part of the attended event.
- Attend and participate in affiliate events; responsibilities may include set up, cleanup, and engaging with attendees and informing them about the AmeriCorps program, our affiliate's mission and neighborhood

engagement programming, and how to become a volunteer and/or family partner.

- Work with Community Outreach Coordinator to create best engagement practices at community events. Create a guide to outline what is needed for the engagement process and how it will be implemented.
- Assist with hosting volunteer groups; setting up, welcoming, taking photos, serving breakfast/lunch etc.
- Research ways to maximize the Galaxy Volunteer software platform
- Research best ways to handle volunteer waivers- paper or digitally
- Provide and present reports on your findings

Key Responsibility: Leadership and Teamwork

As a key Team member, contribute to our organizational health through enthusiastic collaboration, leadership, and personal integrity.

–Maintain a “team first” outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the affiliate.

–Contribute enthusiastically to all affiliate events, helping as necessary with set up/take down, management, networking, various tasks, etc.

–Engage with all members of team, program participants, and core volunteers.

Knowledge, Skills, Abilities/Interests Desired

- Excellent written and verbal communication skills.
- Exceptional interpersonal skills
- High level of organization and attention to detail and accuracy
- Able to manage multiple ongoing projects
- Ability to work in a collaborative, team environment.
- Propensity to be a self-starter
- Ability to work under pressure; meet multiple deadlines and set priorities.
- Strong interpersonal skills including the ability to work effectively within a diverse community and engage community and corporate leaders.
- May need to work nights and weekends on occasion to support events and/or other WCHFH functions.
- Computer proficiency with MS Office – Word, Excel, PowerPoint
- Valid Illinois driver’s license or ability to obtain within 30 days of service; No serious driving related convictions/at fault accidents in past 3 years (Operation of affiliate vehicles is required)
- Personal vehicle or access to transportation to arrive at Habitat office required.
- Discretion with confidential materials; sound judgement for balancing affiliate values with external opportunities
- Commitment to problem solving, continuous improvement, curiosity, and personal development
- You thrive on constructive feedback and have a high level of integrity
- Commitment – You have a “go above and beyond” attitude; nobody here works just for a paycheck
- Engagement – You embrace bringing people to the Habitat mission
- Innovation – You are a creative problem solver that works across teams
- Curiosity – You express curiosity and reserve judgment
- Achievement – You love results and hate excuses

Physical Demand of Position

Conditions: Must be able to lift 25 pounds and work at a computer for long periods of time.

Documents Required

Resume

Cover Letter

Driver's License

Business Contact

Cheryl Toohey

Title

Community Outreach/Volunteer Coordinator

Contact Number

(815) 726-1880

E-mail

ctoohey@habitatwill.org