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***Fair Housing Project Coordinator***

**Community & Economic Development Office:** This AmeriCorps position will serve as part of CEDO’s AmeriCorps program. Our program will have 10 members who will receive training and provide direct service to support economic opportunity for individuals from underserved populations, innovative responses to pressing community problems, and capacity building for organizational change, with City departments, state agencies and nonprofit organizations in Burlington, Winooski, and surrounding areas. At the end of the program year AmeriCorps members will be responsible for improved economic opportunity through training and mentoring opportunities.

**The mission of Affirmatively Furthering Fair Housing is to:** take meaningful actions to address significant disparities in housing needs and in access to opportunity, replace segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws.

**Goal of the position:**To gather community input through community meetings and activities, interviews, and outreach to underserved populations to develop local fair housing plans. The AmeriCorps member will use local data and knowledge of the community, along with supplied data to analyze demographics, disparities in access to opportunities, housing needs and racially or ethnically concentrated areas of poverty, to inform goals regarding housing, equity, and opportunity.

**Key Responsibilities:**

* Investigate disparities in educational and employment opportunities by protected class groups and analyze factors contributing to these disparities
* Use data (local and provided) to provide information to CEDO on current or historical disparities for housing and opportunity
* Research best practices in other communities to increase the employability or educational opportunities for protected classes and create partnership programs to implement opportunity programs in Burlington
* Engage clients in employability programs and provide mentoring support to clients
* Engage community members in targeted participation and engagement on fair housing planning including landlords and housers. Engagement may include: planning community meetings and activities, interviewing community members, and outreach to underserved populations and community members who do not normally engage in public meetings.
* Establish and increase communication between stakeholders in AFFH plan

**Secondary Responsibilities:**

* Coordinate with various partners
* Maintain on-going communication and updates with AFFH partners

**Skills and Qualifications:**

* Ability to research and analyze data and statistics
* Aptitude for data gathering, synthesis
* Ability to meet key deadlines
* Collaborative spirit: ability to lead and serve as an integral part of a team of energetic and committed people
* Strong interpersonal skills
* Good oral and written communication skills
* Ability to take initiative, serve independently and as part of a team
* Prior program planning skills helpful but not required
* Ability to work in a fast paced, busy environment
* Ability to balance big picture perspective with detailed daily tasks
* Experience with diverse populations
* Creativity and innovation: ability to participate in innovative ways to explain complex policies in laymen’s terms
* Ability to organize/facilitate public meetings and gain public input
* Understanding or interest in fair housing, social justice , equity issues

**Minimum Qualifications:**

* US citizen (or have permanent resident status)
* At least 18 years of age upon entering the Pre-Service Orientation (no upper age limit), or 17 years of age with written parental permission;
* High school graduate or have a GED certificate, or be willing to work towards GED as part of service-year successful completion requirement.
* Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check
* Commitment to the goals of the CEDO AmeriCorps program

**Additional Information:** Positions begin September, 2016 and end August 12th, 2017.

This position is:

**\_X\_Full Time position** requires 1,700 hours (average 40 hours per week) for one year. Member benefits include a living allowance of $14,000 (pre-tax), and an education award of $5,775 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and substantial training opportunities.

**To Apply**: Send a resume, cover letter and two (2) references to CEDO’s AmeriCorps Program [americorps@burlingtonvt.gov](mailto:americorps@burlingtonvt.gov) **Please send as one PDF document with email subject line listing the position title.**

Application deadline for member: Position available until filled

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

**The Community and Economic Development Office of The City of Burlington sponsors this position through the AmeriCorps program and will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact 802-865-7516.**