



Community Development Project Assistant (AmeriCorps Member)

Passaic County Habitat for Humanity (PCHFH) is part of a global, nonprofit housing organization whose mission is to put God's love into action by building homes, communities, and hope. Our vision is an equitable Greater Passaic County region where all people have access to transformational power of safe, stable, affordable housing.

Reporting to the Community Development Manager, and in partnership with other departments and organization staff, the Community Development Project Assistant provides assistance to ensure Passaic County Habitat for Humanity's community development goals are expanded to better serve the Greater Passaic County region. This includes, but is not limited to the execution of projects related to the Passaic Eastside Neighborhood Plan, specifically affordable housing, business development, and community engagement goals. The Community Development Project Assistant must be committed to supporting cultural diversity, equity, and inclusion in the workplace and among the communities we serve.

This is a full-time AmeriCorps Service opportunity ending one year from the start date of service. This service opportunity provides hands on experience, along with a living stipend for the year and an education award upon completion of the program, and access to health insurance and a childcare stipend.

Status: AmeriCorps Full Time

Location: Passaic, NJ

Responsibilities

Responsibilities include but are not limited to the following:

- Participate in projects associated with the *Passaic Eastside Neighborhood Plan* as well as Passaic County Habitat for Humanity's strategic goals in Paterson's 1st and 4th Ward Target Areas, including the planning and implementation of neighborhood projects, community events, and programming.
- Attend and participate in community partner meetings and projects.
- Work to expand the community engagement portion of the NRTC efforts.
- Provide support for planning and execution of community and committee meetings.
- Assist in activities surrounding volunteer recruitment at and for community activities.
- Perform other community development duties as assigned.

Qualifications & Educational expectations:

- College Graduate preferred. Coursework in urban planning, community development, or social sciences preferred.
- Demonstrated writing and speaking skills – ability to communicate clearly and concisely.
- Demonstrated organizational skills with the ability to manage multiple tasks simultaneously; strong time management proficiency and attention to detail.
- Team player and ability to work in a fast-paced environment with diverse communities.
- High level of skills with Excel, Word, Outlook, & PowerPoint.
- Bilingual in Spanish & English.

Training and Evaluation:

- Attend St. Paul's Community Development Corporation and Passaic County Habitat for Humanity Meetings
- Attend meetings, in-service training sessions identified by Passaic County Habitat for Humanity
- Attend National Days of Service, AmeriCorps week and events sponsored by the New Jersey Commission on National and Community Service.

To apply: Interested applicants should submit a resume and cover letter explaining why you would like to put your skills to work for Passaic County Habitat for Humanity to jobs@habitatpc.org with Resource Development Coordinator in the subject line. Please no calls. Only candidates selected for an interview will be contacted.