

# 2024-2025 AmeriCorps Member Position Description



**Partner Organization Name:** Mid City Redevelopment Alliance, Inc.

**Corps Member Position Title:** Outreach Coordinator

**Supervisor:** Denise Vernon Dyson

**Days/Hours of Service:** M-F 8:00 am - 5 pm

**Physical Location:** 419 North 19th Street, Baton Rouge

---

## **Organization Mission and/or Goals:**

We develop and promote the growth and revitalization of Mid City Baton Rouge by attracting new and retaining current residents and businesses.

## **Program Mission and/ or Goals:**

Mid City Redevelopment Alliance practices comprehensive community development, which has three pillars of concentration: Community Engagement, Community Building and Community Stabilization. The Volunteer Coordinator will be a part of the C4 Program that we have in our Community Building and Engagement Department. The main goal is to engage residents and community leaders in efforts to help with different programs we will be rolling out for youth to adult.

## **Member Position Summary:**

In support of our Homeownership Center, we are seeking an Outreach Coordinator to streamline intake processes for potential foreclosure and housing clients. This individual will also be responsible for fostering community engagement and providing essential resources to community members as needed.

## **Member Impact:**

At the end of the service term the Outreach Coordinator will have facilitated access to vital services and resources for community members facing housing challenges, thereby contributing to community welfare. They will have strengthened the organization's ties with the community by providing assistance and support where needed. They also will have helped expand the organization's impact by reaching and assisting individuals who may not otherwise seek help. By fulfilling this role effectively, MCRA can better serve its mission, reach more individuals in need, and create a positive and lasting impact on the community it serves.

### **Essential Functions of Position:**

- Conduct intake interviews with potential foreclosure and housing clients.
- Assess client needs and provide appropriate resources and referrals.
- Develop and maintain relationships with community partners and stakeholders.
- Organize and participate in community outreach events and activities.
- Provide educational workshops and presentations on housing-related topics.
- Keep accurate records of client interactions and outcomes.
- Collaborate with the Homeownership Center team to ensure seamless service delivery.
- Stay informed about housing policies, programs, and resources to better assist clients.

### **Skills, knowledge and trainings the corps member should expect to gain from this position**

- Training sessions on community engagement, outreach strategies, and cultural competency enhance skills in building relationships with diverse communities.
- Housing Counseling: Workshops or certifications in housing counseling provide specialized knowledge and skills for assisting clients with housing-related needs.
- Event Management: Training in event planning, logistics, and promotion equips corps members with skills necessary for organizing successful community events.
- Professional Development: Workshops on resume writing, interview skills, and career advancement offer practical guidance for enhancing career prospects beyond the corps experience.

### **Ideal Candidate Qualifications**

Knowledge of housing-related issues and resources. Understanding of community outreach and engagement principles.

Skills: Strong interpersonal and relationship-building skills. Excellent presentation and public speaking abilities. Proficiency in resource referral and case management.

Abilities: Ability to conduct intake interviews and assess client needs. Capacity to develop and implement outreach strategies. Aptitude for collaborating with community partners and stakeholders to leverage resources effectively.

Experience in community outreach, case management, or social services.

Useful Training or Experience: Training in housing counseling or foreclosure prevention. Experience conducting intake assessments and providing client referrals. Familiarity with community resources and support services.

Strong communication skills, both written and verbal.

Proficiency in Microsoft Office suite and other relevant software applications.

Ability to work independently and as part of a team.

Understanding of non-profit organizations and their missions.

Cultural competency and sensitivity to diverse populations.

Ability to adapt to changing priorities and deadlines.  
Commitment to the organization's mission and values.

**Required Transportation Requirements (ex: own vehicle or able bike to site)**

Own vehicle or reliable transportation required for the productivity of this position.