

**NYC Civic Corps Member Assignment Description Form**

<b>Title of NYC Civic Corps Member:</b> Project Coordinator: Community Action for Healthy Homes
<b># of Members Assigned to Project:</b> 1
<b>Sponsoring Organization:</b> NYC Service, Office of the Mayor <b>Project Name:</b> NYC Civic Corps
<b>Name of the Host Site Organization:</b> Brownsville Partnership
<b>Location:</b> 519 Rockaway Avenue, 4th Fl, Brooklyn, NY 11542
<b>Tentative Schedule:</b> M-F 9AM – 5PM, with occasional evening hours for community meetings, typically once monthly, and may include occasional weekend work; Hybrid

PLEASE NOTE: The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, members will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved in advance by NYC Service.

<b>Member Assignment Objectives and Member Activities (September 2023 – June 2024)</b>	<b>Planned Period of Work</b>
<p><b>Goal of Project:</b> The mission of the Brownsville Partnership (BP) is to convene community stakeholders to harness their collective power to advance the health, safety, and prosperity of the storied Brooklyn neighborhood of Brownsville. Our team brings residents, not-for-profits, government, local businesses, and philanthropy together under the Partnership to work collectively on priorities set by Brownsville families. Every year, BP offers services and opportunities that benefit 20,000 local residents.</p> <p>BP seeks an AmeriCorps Member to help scale Community Action for Healthy Homes (CAHH), a project that identifies and fixes problems in the home that directly correlate with common health and safety issues. They will contribute to CAHH by helping BP build our capacity to engage our resident volunteers, who perform outreach and community education (sharing information about the CAHH program) and resource navigation functions (assisting with resident referrals to partner programs). Both types of volunteers play a critical role in ensuring that CAHH reaches as many residents as possible and they are connected with other services, supports, and opportunities to meet their needs.</p> <p>The Corps member will help create community knowledge documents and other support infrastructure to create systems and boost quality improvement for Brownsville, Brooklyn residents, particularly residents with incomes below the area median.</p> <p>Since the success of CAHH requires a robust team of resident volunteers, the Corps Member will help us create processes to manage, communicate with, and leverage their expertise as we scale the program across the neighborhood.</p>	<p><b>September 2023</b></p> <p><b>To</b></p> <p><b>June 2024</b></p>
<b>Objective 1:</b> Settling in – learning about the organization and role	September 2023

Member Assignment Objectives and Member Activities (September 2023 – June 2024)	Planned Period of Work
<p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Meet with organizational leadership</li> <li>2. Neighborhood walkabout tours</li> <li>3. Community Asset Mapping</li> <li>4. Review the Assignment Description for clarity and/or revisions</li> <li>5. Meet community stakeholders to learn about the project’s impact</li> <li>6. Establishing regular check-ins with Program Manager</li> </ol>	<p>To October 2023</p>
<p><b>Objective 2:</b> Managing communications between the program staff and volunteers and Brownsville tenants to create efficiencies and improve processes that scale the program.</p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>7. Liaise between tenants and project managers and contractors, and volunteers</li> <li>8. Create Standard Operating Procedures that formalize scheduling and communication protocols for outreach and resource navigator volunteers to follow</li> <li>9. Supporting administrator database systems used by outreach volunteers required to support strong community engagement</li> <li>10. Tracking the feedback of participating households and vendors to compile for reporting and improving system processes</li> </ol>	<p>November 2023 To May 2024</p>
<p><b>Objective 3:</b> Providing administrative support to the CAHH team and volunteers to ensure smooth operations of the program.</p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Serve as the point person on gathering timesheets for survey team members and volunteers</li> <li>2. Provide reporting on key meetings and share notes with stakeholders</li> <li>3. Work alongside the Brownsville Partnership Operations Manager to ensure reporting is consistent with organizational practice</li> <li>4. On occasion, work on information gathering or special projects as assigned by the Project Manager.</li> </ol>	<p>November 2023 To May 2024</p>
<p><b>Objective 4:</b> Facilitating efficient and timely coordination of people and activities related to CAHH.</p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Maintain an accurate and current inventory of all project equipment and materials and develop a plug-and-play system for the organization</li> <li>2. Develop tool kits at the beginning and end of each survey fix project</li> </ol>	<p>December 2023 To May 2024</p>

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3. Create a data entry guide for entering survey data	
<p><b>Objective 5:</b> Project Closeout and ensuring sustainability</p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Create a transition document that details all aspects of the project, including outstanding assignments, main points of contacts, and potential next steps to move the project forward</li> <li>2. Transition partnerships, developing communication around transition to inform partners about new points of contact after the program ends</li> </ol>	<p>May 2024 to June 2024</p>

**Preferred Skills and Qualifications:**

1. Experience working collaboratively in a multidisciplinary team and a strong interest in project delivery across various sectors
2. Exceptional communication skills, including the ability to communicate both verbally and in writing
3. Excellent planning and organizational abilities would be advantageous, as well as the ability to lead meetings
4. Capabilities in being self-directed, self-aware, and adapting to unexpected situations
5. Bilingual Spanish/English proficiency would be preferred