

VENTURE INC

196 CESAR E. CHAVEZ AVE.
P.O. BOX 430598
PONTIAC, MI 48343-0598

AMERICORPS MEMBER : HOMEBUYER CLUB COORDINATOR

Date: March 31, 2021

Position Title: Americorps Homebuyer Club Coordinator

Pay Rate: \$630 twice per month

Application Dates: April 1, 2021 - April 23, 2021

Refer Applicant to: Venture Inc.
Autumn Butler
248.209.2620
autumnb2@venturehousing.org

Qualifications: See attached flyer

Job Requirements:
(In a 8 hour workday) Sit 4hrs
Stand 1hr
Walk 2hrs
Bend 1hr

Member Term: Summer Term
May 24, 2021 - July 30, 2021

Application Process: To be considered for this position you must apply through CEDAM
Americorps at **[Bit.ly/serveamericorps](https://www.bit.ly/serveamericorps)**.

Venture is an Equal Opportunity Employer/Program. Reasonable accommodations will be provided upon notification or request. Auxiliary aids and services are available upon request to individuals with disabilities.

Questions? Contact Autumn Butler 248.209.2620 or autumnb2@venturehousing.org
<https://www.olhsa.org/venture-housing>



AMERICORPS

HOMEBUYER CLUB COORDINATOR

Are you the person we're looking for? Serve for 10 weeks in the summer as a Homebuyer Club Coordinator and be a part of the **CHANGE!**

Apply at: [Bit.ly/serveamericorps](https://bit.ly/serveamericorps)

Venture, Inc. is a Community Housing Development Organization and in 2021 Venture launched our Homebuyer Club. Our Homebuyer Club is focused on assisting low to moderate income renters in becoming first-time homebuyers.



Member Activities:

- Engage in one on one and group homebuyer goal setting, developing budgets and action plans.
- Document the processes and procedures for the Homebuyer Club.
- Assist in creating an outreach and marketing plan, materials, and strategies to engage potential homebuyers
- Assist in conducting one on one baseline assessments with potential homebuyers and ongoing monthly check-ins.
- Conduct community outreach including but not limited to door to door canvassing
- Attend trainings as necessary

Qualifications:

- Be 18 years old
- Be a U.S. citizen, national, or legal permanent U.S. resident
- Member term will be: May 24, 2021 - July 30, 2021 and member must commit to full term
- Effective communicator in a variety of formats, including but not limited to the printed word, oral presentations such as zoom and webinars, social media, and proficient in the use of Google docs, Microsoft word, and similar products
- Able to turn information into educational outreach material in various formats, including printed and electronic.
- Able to use social media to do marketing, outreach, and client engagement.
- Passionate and able to engage with community residents in a one-on-one format and small groups.
- Open-minded and a lifelong learner.
- Willing to be uncomfortable in different learning situations and environments.
- Able to work independently, self-motivated, and team player
- Be able to attend all necessary Americorps activities and trainings



Benefits

- \$2,520 living allowance (\$630 paid twice monthly)
- \$1,311.11 education award
- Flexible schedule, around 35 hours per week (some evenings and weekends may be necessary but limited)
- Will work remotely/virtually at least 50% of the time and up to 50% in person
- Member will receive technological support including receiving a laptop and hotspot to be able to successfully work from home



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