

Job Announcement

Homeowner Training & Engagement Liaison – Full Time

Operate from community engagement frameworks and principles to manage all logistics related to quality control of training curriculum and sessions, homebuyer partnership obligations to complete sweat equity, and training sessions for Habitat homeownership. Coordinate homebuyer participation in homeownership-related events, team with FS and cross departmental staff to introduce homebuyers to community engagement opportunities in local communities and with Habitat homeowner network.

Responsibilities include:

- Manage training curriculum including production, updates, and quality control of lesson plans & participant materials for all training & workshop sessions
- Coordinate scheduling of homeowners and trainers for all sessions and occasionally train sessions as needed
- Coordinate collection and analysis of training evaluation feedback information
- Oversee Sweat Equity process with Family Service staff support
 - Scheduling as well as documentation of homebuyer performance & monthly records
 - Clear communication with homebuyers and applicable TCHFH staff
- Oversee Homebuyer Progress with FS staff support to ensure:
 - Entry of applicable information is accurately entered into database
 - Appropriate forms and information are shared with designated staff
 - Production and reprinting of Homeowners' Manual materials
 - Timely responses to homebuyer questions/concerns, monthly status updates & follow-up to missed classes/sweat equity
- Co-create and run the Habitat Homeowner network and volunteer opportunities with applicable staff
- Connect homebuyers to TCHFH-sponsored activities
- Create family biographies
- Co-coordinate distribution of new Habitat homeowner gifts
- Coordinate development and distribution of the bi-annual Habitat Homeowner Network newsletter

Requirements:

High school diploma or equivalent required; bachelor's degree preferred. A minimum of 3 years demonstrated training experience with emphasis on learner-focused curriculum and delivery required. Previous program management experience is valuable. Excellent interpersonal and cultural competency skills to effectively work with a variety of people and personalities, including individuals of diverse races, cultures, and economic backgrounds is essential to this position. Excellent oral and written communication skills with the ability to make presentations to large groups are necessary. Bi-lingual communication skills & cross-cultural experience are preferred. This position requires the ability to work independently and as a team member. Candidates must be able to work under pressure to handle frequent change, delays and/or unexpected events. Good interpersonal skills with an ability to work with a variety of people and occasionally handle difficult situations & conflicts with finesse is crucial. Attention to detail, good organizational skills and an analytical approach to work will be an asset for this position. Must be able to work a flexible schedule, including evenings and occasional weekends. Candidates must be proficient in MS Office and database software; MS Project proficiency helpful. A valid driver's license with a good driving record is required.

Application deadline: July 6, 2009.

Please submit cover letter, resume, and references to:

HR Sr Associate

Twin Cities Habitat for Humanity

3001 4th St. SE

Minneapolis, MN 55414

Fax: 612-305-7231

OR apply online at: <https://home.eease.com/recruit/?id=349994>

AA/EOE