2022-2023 NYCHA Health Corps
Member Position Description

Host Site Name: NYCHA Resident Engagement

Position Title: Community Engagement Member

Location: 250 Broadway, NY, NY 10011

Tentative Schedule: Monday-Friday 9am-5pm

# Of member Slots in this Position: 2

Need for the specific project on which AmeriCorps Member is serving:
The gardening and greening project has been a fixture of the communities for decades. Recently funding was lost, and residents were providing their own funding without support. NYCHA’s goal is to continue its efforts to allow resident an area they can call home. This member will serve as the conduit to increase awareness, and participation for the gardening and greening project.

Expectations and Goals for the specific project on which AmeriCorps Member is serving:
The Community Engagement member will work directly with NYCHA’s Garden and Greening Program. This member will serve as the conduit to increase awareness, participation for the program. The goal of the program is to foster relationship with resident and community stakeholders by providing resources to residents. Educating residents on healthy choices where the gardens can be used to provide fresh vegetables. The members time will be allocated as: 50% field work and 50% in the office.

Member Position Summary:
Under general supervision, with latitude for independent initiative and judgment, the member will be responsible for supporting several phases of the gardening and greening project including performing assigned tasks to provide necessary and important community services; supporting community events; may supervise subordinate personnel or act as a team leader.

Detailed Tasks:
• Provide and improve community services by performing liaison functions including connecting with existing residents who are in the gardening program and recruitment for new residents to join.
• Create and maintain spreadsheets of applications received to ensure accuracy and signature from the appropriate parties.
• Work with residents and community partners to assist with resources for the gardening activity/ programs.
• Conduct outreach to internal and external partners to increase awareness of the program.
• Perform research on existing community organization to introduce the program and encourage participation to sustain and beautify the developments within the communities.
• NYCHA’s Gardening and Greening Program member may be responsible for planning, coordinating activities, phone banking to connect with the resident’s and community partners.
• Perform other related duties as needed.

Required Skills for AmeriCorps Members (set for all program members):
• Strong commitment to national service and the mission of the host site
• Desire to work in the non-profit sector
• Desire to serve with diverse communities
• Excellent organizational and communication skills
• Ability to conduct community outreach and make presentations to community groups
• Willingness to take initiative to achieve goals
• Strong foundation in project management/multi-tasking abilities
• A clear plan for living on the AmeriCorps stipend in New York City
• Availability to lead and/or attend events during evening and weekend hours (frequency varies by position)
• Minimum high school diploma or equivalency
• Ability to pass a criminal background check
• US Citizen or lawful permanent resident (AmeriCorps regulations)

Preferred Academic or Experience Qualifications, Knowledge, Skills, and Abilities:
• Ability to multi-task
• Knowledge of Microsoft programs
• Proficient in customer service
• Leadership Skills
• Consistent and committed to task assigned.

*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.