

# Dwelling Place Incorporated

## Job Description

Job Title: Personal Asset Building Specialist NeighborWorks VISTA  
Department: Neighborhood Revitalization  
Reports to: Director of Community Building and Engagement  
FLSA Status: Contract  
Prepared by:  
Prepared Date: June 2021

### SUMMARY

This is a full-time, year-long position (08/31/2021- 08/30/2022) working to form and grow strategic partnerships in the Grand Rapids area that will aid in connecting Dwelling Place residents to opportunities. Benefits upon successful completion of service include the choice of education award in the amount of \$6,345 or end of service stipend, health coverage\*, relocation allowance, childcare assistance (if eligible), bi-weekly living allowance of \$513.94, and training

\*For details about AmeriCorps VISTA healthcare benefits, please visit <http://www.vistacampus.gov/healthcare>

### FULL DESCRIPTION

This is a rewarding position with lots of opportunity for creativity working for Dwelling Place, a non-profit community development corporation with a primary focus on the creation of affordable housing, provision of essential support services and neighborhood revitalization. Dwelling Place gives priority to the creation of site-based programming that will facilitate resident engagement in the properties, neighborhood and community where they live.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** including the following: Expand the financial capabilities programming for Dwelling Place residents and Expand awareness of the Dwelling Place Regional Community Land Trust (DPR CLT).

1. Design program tools and resources to engage and enroll low-income community members in programs focused on financial asset building
2. Build engagement activities to reach a minimum of 30 low income BIPOC persons to learn about the DPR CLT
3. Expand awareness of the DPR CLT through the creation of 5 new community partnerships
4. Other duties as assigned

### QUALIFICATIONS:

5. Strong oral and writing skills
6. Above average people skills with the ability to communicate effectively
7. Research skills sufficient to perform position duties
8. Excellent organizational and time management skills
9. Leadership skills that demonstrate initiative and the ability to work independently

This position is a full-time position which may require some evening and weekend work.

#### EDUCATION AND EXPERIENCE REQUIREMENTS

Some college with a High School diploma or general education degree (GED)

#### LANGUAGE SKILLS

Ability to read and interpret documents associated with the position responsibilities. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

#### MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's ability to perform these operations using units of American money and weight management, volume and distance.

#### REASONING ABILITY

Ability to apply common sense understanding to carry out details but uninvolved written or oral instructions. Ability to detail with problems involving a few concert variables in standardized situations.

#### PHYSICAL DEMANDS

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand. The Employee is frequently required to walk, reach with hands and arms and talk or hear. The employee is occasionally required to sit; use hands to finger, handle or feel; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

#### WORK ENVIROMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

#### **To Apply:**

Please submit letters of interest and resume in a confidential email to [hibrahim@dpgr.org](mailto:hibrahim@dpgr.org) with the subject: **Resident Leadership Development NeighborWorks VISTA** or mail to 101 Sheldon SE, Suite 2, Grand Rapids, Michigan 49503 attention Heather Ibrahim.