



## **AmeriCorps VISTA Member - Housing Counseling Capacity Builder**

### **Position Overview**

AmeriCorps members in the VISTA program commit to serve full-time for one year to provide capacity building services focused on housing insecurity and ending homelessness. The AmeriCorps member at Community Partners for Affordable Housing (CPAH) will play an integral role in building CPAH's housing counseling capacity by (i) managing the implementation of a new online housing education platform, (ii) investigating, selecting, and implementing a new online application system, and (iii) managing CPAH's conversion to a new housing counseling client management system. The AmeriCorps member will also increase his or her affordable housing knowledge and skills and be prepared to pass the HUD Housing Counseling Certification exam at the end of their term.

The ideal candidate will be passionate about social justice and affordable housing, have a long-term interest in housing counseling or affordable housing, and be technology-savvy to help launch new tools that will help CPAH be more efficient and impactful in the communities we serve. Ongoing employment as a HUD-certified Housing Counselor may also be a possibility at the end of the project. AmeriCorps members should have a high school degree or equivalent.

CPAH is part of the Housing Action Illinois AmeriCorps Network, an AmeriCorps VISTA program managed by Housing Action Illinois. As such, this position will receive customized training, support, guidance, and networking opportunities, in addition to the traditional opportunities for AmeriCorps VISTA positions. Learn more about the Housing Action Illinois AmeriCorps Network on their [website](#).

### **Member Duties**

The AmeriCorps member will be responsible for: (i) launching and marketing CPAH's online housing education platform (eHomeAmerica) that will provide online, self-paced, and on-demand homebuyer education, foreclosure education, post purchase education, and money management training, (ii) investigating, selecting, and implementing a system that will allow CPAH clients to submit applications for assistance through a secure, online application portal, and (iii) converting CPAH's Client Management System (CMS) from CounselorMax to NeighborWorks Compass. The AmeriCorps member will also work closely with CPAH's HUD-Certified housing counselors to gain housing counseling experience and training that will prepare him/her to pass the HUD Housing Counseling Certification exam at the end of their term.

### **Program Benefits**

Relocation allowance, childcare assistance (if eligible), living allowance, \$300 monthly housing stipend, health coverage, training, and choice of education award or end of service stipend.

### **To Apply**

Send resume and cover letter to [lolvera@cpahousing.org](mailto:lolvera@cpahousing.org).

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation or gender identity.

