



AmeriCorps Corporate Projects Coordinator, Hands On New Orleans

Summary of Duties:

The AmeriCorps Corporate Projects Coordinator will act as a general support for Hands On New Orleans project and program coordinators. They will find and scout large and small scale projects that will engage multiple volunteers in meaningful service. They will also help to coordinate the logistics of large scale projects. This position will report directly to the Hands On New Orleans Corporate Relations Manager and is expected to fill in wherever needed and coordinate logistics for large scale projects.

Primary Responsibilities:

- Act as a general support for all Hands On New Orleans projects
- Support the development of systems and process for Corporate Relations and project development
- Lead project coordination for general projects
- Develop a timeline for project preparations and development
- Create workscopes, supply calculations, purchase and deliver supplies
- Track, support, and report on project budgets
- Maintain accurate and effective records and tracking systems for project development
- Coordinate task leaders for project execution, creating instructions for tasks
- Seek out and develop Agency Partners for project sites
- Serve as the point of contact for Agency Partners
- Conduct site visits, and continuously scope potential project sites, making project recommendations for large scale and custom projects
- Represent Hands On New Orleans at Community Meetings, and Community functions
- Work as the day of service event point person for all large scale project logistics.
- Fill in as team leader in the field when necessary. Assist in task leader trainings for large scale projects
- Support Corporate Relations final report creation and development.
- Participate in one on one meetings, cell meetings, and trainings for professional development

Reports to:

Corporate Relations Manager, Hands On New Orleans

Contact: Sam McKenzie, smckenzie@handsonnetwork.org

Worksite:

Hands On New Orleans, 4153 Canal St, New Orleans, LA 70119

Time Frame:

Full time 6 to 10 month term from start date in November 2007

37.5 hours per week: 8:30 a.m. to 5:00 p.m.

Salary:

AmeriCorps Position

\$1500 monthly stipend

\$4,700 Education Grant

About Hands On New Orleans

Mission

“Hands On New Orleans inspires and motivates people to meet critical community needs, by encouraging active citizenship through meaningful service.”

Vision

HONO Envisions Greater New Orleans as a hub of civic-minded individuals that take action through service to meet critical community needs.

Our Beginnings

Hands On New Orleans began as a disaster relief project of Points of Light & Hands On Network in March of 2006. Hands On New Orleans continues to rally volunteers to assist in rebuilding neighborhoods of New Orleans in the aftermath of Hurricane Katrina.

Over the last year and a half, volunteers of Hands On New Orleans have created outstanding impact in bringing New Orleans back. Despite the progress, there is still much work to be done, and we are committed to deepening our impact and meeting ongoing community needs.

Our Volunteers

Hands On New Orleans hosts citizens from around the world, as well as provides service opportunities for citizens in the local New Orleans community. Whether you are one person, or a corporate team, Hands On New Orleans provides worthwhile, and effective volunteer options, while equipping our volunteers with resources that enable them to get the most out of their experience. Hands On New Orleans provides volunteer programming for out-of-state individuals and groups, local citizens, corporate groups, and tourists.

Our Programming

Hands On New Orleans Programming had largely centered around the gutting and demolding of homes in the aftermath of Hurricane Katrina. Over the last year and a half, Hands On New Orleans has kept this focus, while developing more holistic programs through critical need assessments, and the institution of our Neighborhood Model.

Our programmatic focus areas:

- Neighborhood development
- Youth and educations
- Cultural preservation and issue education
- Disaster preparedness and response
- Corporate Social Responsibility
- Volunteer Leaders Program

Our Impact

Since March of 2006 over 4,000 Hands On New Orleans Volunteers have:

- Gutted nearly 300 houses
- Completed over 150 skilled labor jobs
- Revitalized over 30 community spaces
- Contributed over 24,000 hours in schools
- Served nearly 10,000 hours at local animal shelters
- Estimated cost savings to community: \$6,071,037.28

www.handsonneworleans.org