

justine PETERSEN
BUILDING ASSETS. CHANGING LIVES.



**Justine PETERSEN Housing and Reinvestment Corporation
AmeriCorps VISTA Housing Associate**

Justine PETERSEN Housing and Reinvestment Corporation's mission is to connect institutional resources with the needs of low- to moderate-income families so they can build long- term assets. Justine PETERSEN achieves this goal through its products, which include credit building and financial education, homeownership preparation and retention, and micro-enterprise lending and training. Justine PETERSEN is a Missouri not-for-profit 501(c)(3) corporation and wholly owns a Community Development Financial Institution (CDFI), certified by the U.S. Department of Treasury

Key Responsibilities:

Build capacity for the Housing Department, working to evaluate and improve the intake and follow-up processes, plan and implement a homebuyer workshop series, and assist in the coordination of the Alton Home Repair program. This is a year-long AmeriCorps VISTA position.

This position is a part of the Housing Action VISTA Network, which is an AmeriCorps VISTA program managed by Housing Action Illinois since 2010. As such, this position will receive customized training, support, guidance, and networking opportunities, in addition to the traditional opportunities for AmeriCorps VISTA positions.

Job Duties:

- Evaluate and redevelop the housing intake process
 - Collect and Analyze data
 - Identify areas for improvement
 - Develop and execute work plan
 - Develop written procedures
- Build follow-up system for clients to ensure they meet their goals
 - Learn Client Management System
 - Research best practices in field and present findings
 - Develop and implement follow-up process
 - Develop written procedures
- Enhance data collection, processing and outreach systems for Pre-Purchase and Alton Owner-Occupied Rehab programs
 - Study and analyze current systems
 - Identify areas for improvement and research best practices
 - Implement proposed changes and evaluate
 - Develop written procedures
- Develop and coordinate homebuyer education series to educate viable buyers on the home buying process
 - Identify education topics, presenters, and partners
 - Create and disseminate marketing materials
 - Conduct outreach
 - Research local products and update homeownership guide



This job might be for you if:

You pay attention to details. As far as you're concerned, anything worth doing is worth doing right, every single time. You stay focused, and nothing falls through the cracks on your watch.

You think on your feet. You like learning new things, and you can learn them quickly. When things change, you know how to roll with the punches.

You communicate clearly. You write well. You can explain just about anything to anyone, and you're comfortable communicating in writing and on the phone.

You know that financial health is imperative to community health and you embrace that building credit is a powerful way to build assets, especially for low-income people. You know the basics about credit cards, credit reports and scores, and you are keen to learn more.

You can work in an open and lively office.

VISTA Benefits:

- Living Allowance of \$513.94 bi-weekly (before tax)
- Choice of Education Award (\$6,345) or End of Service Cash Stipend (\$1,800)
- Forbearance or Deferment of Student Loan Payments, while in service
- Non-Competitive Eligibility Status for Federal Job
- Healthcare Allowance
- 10 Health/Medical Leave Days and 10 Personal Leave Days

If Eligible:

- *Relocation Payment (\$750), if moving 50 miles or more for the position*
- *Child Care Assistance*
- *SNAP (Link card)*

Additional Benefits:

- \$250 Grocery Card

How to apply:

Email your resume and cover letter to cstuhl@justinepetersen.org. In your cover letter, please provide a roadmap for your resume and experience: What parts of your resume should we pay particular attention to? Why are you a great fit for this position?

Or, apply directly through the [AmeriCorps Portal](#) by following this link, or by searching for the AmeriCorps VISTA Housing Associate position in Illinois.

Full-time position (40 hours per week) for one year

Job location: St. Louis Office and/or Remote

Please visit our website at www.justinepetersen.org. EOE