

Habitat for Humanity of Greater Pittsburgh Family Liaison Committee Member Job Description

Propose

The purpose of the Family Liaison Committee members is to be a link between the partner families and Habitat for Humanity of Greater Pittsburgh. Liaisons are assigned partner families that have been board approved and will work with them personally until the 1 year after closing. Liaisons give support through the rough times and celebrate with them in the joyful times. They are cheerleaders, motivators, and friends to the family.

Commitment

Committee members are asked to commit for the Family Partner's whole process, from approval through home ownership, including one year past mortgage (minimum two years). Volunteers are assigned families depending on the affiliates need. Liaisons keep in consistent communication with their Family Partner, but the time required to do this will vary throughout the process. The most time will be required to initially establish the relationship, to support the family when their house is under construction, and to assist with their home dedication. Throughout the process, the liaison is encouraged to work on site and attend educational workshops with families. At times, however, a quick phone call to touch base is all that is necessary.

Responsibilities

- Commit to families for their *entire* home buying process (this may take up to 3 years)
- Provide information to families about Habitat.
- Work with families while they earn Sweat Equity.
- Share decisions about the house such as choosing the colors for the kitchen, floor and carpets.
- Provide useful feedback to the committee chair regarding the effectiveness of current policies and procedures
- Volunteer for at least one Habitat 101 orientation per year as training to remain informed about the application process and program requirements (to be held quarterly)

Qualifications

The Family Liaison Committee welcomes any member committed to helping homeowner continue the long-lasting legacy of Habitat for Humanity. Members will have a desire to provide service to the community; understand the challenges low-income families face; make a commitment to the Family Liaison Committee and Habitat for Humanity to serve as a volunteer representative; and show a willingness to follow the policies set forth by Habitat for Humanity of Greater Pittsburgh.

Professional or personal experience in one or more of the following areas is also helpful:

- Willingness to work with low-income families
- Experience with social services or affordable housing
- Knowledge or experience with the mortgage lending process or real estate
- Organization and committee management skills
- Personal finance background and interest

Interested volunteers should send a resume and cover letter to sraufer@pittsburghhabitat.org. This is a volunteer committee only and no compensation is provided.