

**Pittsburgh Habitat for Humanity  
Committee Job Description**

**Family Liaison Committee Volunteer**

**Position:** Member of the Family Liaison Committee

**Accountable to:** Chairperson of the Family Liaison Committee

**Description:**

Family Liaison Committee members support Pittsburgh Habitat Family Partners during the process of becoming homeowners. Liaisons give support through the rough times and celebrate with them in the joyful times. They are cheerleaders, motivators, and friends to the family.

**Expected Commitment:**

Committee members are asked to commit for the Family Partner's whole process, from approval through home ownership (average two years), including one year past mortgage. 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:**

1. Attend monthly committee meeting.
2. Become aware of Pittsburgh Habitat.
3. Support Pittsburgh Habitat Family Partners during the process of becoming homeowners.
4. Attend Workshops (if available).
5. Provide information to families about Habitat.
6. Work with families while they earn Sweat Equity.
7. Share decisions about the house such as choosing the colors for the kitchen, floor and carpets.
8. Will be the link between the partner family and Pittsburgh Habitat.

**Outcomes/Goals:**

Each Family Partner will be integrated into the Habitat community and feel supported throughout the process of becoming a homeowner.

**Training and Support Plan:**

Family Liaisons will be trained, assigned and supported by the Family Nurture Committee. Orientation will include information about Pittsburgh Habitat and a description of responsibilities, as well as diversity and sensitivity training.

**Qualifications:**

Family Liaisons commit to an ongoing relationship; therefore they must be open, honest, communicative and dependable.