

**Pittsburgh Habitat for Humanity
Committee Job Description**

Site Selection/Land Acquisition Committee Volunteer

Position: Member of the Site Selection/Land Acquisition Committee

Accountable to: Chairperson of the Site Selection Committee

Description:

The Site Selection Committee recommends to the board the purchase of land and once empowered by the board, follows through with all required legal procedures to purchase the land. Under the board's direction, the committee also researches and recommends new neighborhoods in which Habitat can build. The committee also develops a budget for land acquisition and development each year. The committee should also be alert for opportunities to obtain public property, and it must develop all properties that are undeveloped as they are purchased.

Expected Commitment:

A minimum of six months is required. Time will vary depending on the amount of work the individual chooses to take on.

Responsibilities:

1. Attend monthly committee meeting.
2. Become aware of Pittsburgh Habitat.
3. Continually seek land for Habitat to build on.
4. Evaluate current Habitat properties.
5. Draft maps, compile visual reports of property layouts, and note potential problems to a building site.
6. Research infrastructure requirements such as water, sewer, etc.
7. Be prepared to make phone contact, email contact and trips to the Borough offices.

Outcomes/Goals:

Conduct an ongoing effort to acquire sufficient and suitable building sites, which are appropriate for Pittsburgh Habitat Partner Families and Pittsburgh Habitat building specifications.

Training and Support Plan:

Training and support will come from the Chair of the Site Selection Committee and other Site Selection Committee members.

Qualifications:

Experience in real estate and construction or prior involvement in low-income housing is desirable. Significant contact with persons or agencies in a position to secure land for Habitat, Borough officials, etc. would be helpful.