

## **Community Development (AmeriCorps Position)**

**Service Dates:** September 22nd 2026 to August 15th 2027

**Location:** Sabin CDC, 1488 NE Alberta Street, Portland OR

**Reports to:** Kaela Lesniewski, Service Learning in Portland Coordinator [kaela@sabincdc.us](mailto:kaela@sabincdc.us)  
Mary Schoen-Clark, Executive Director

### **Organization**

Sabin CDC is a nonprofit organization that was founded in 1992. Sabin is dedicated to promoting social equity by enhancing the livability of culturally diverse neighborhoods in Portland. We strive to ensure long-term affordable rental and homeownership housing options. Our efforts primarily focus on supporting African American and Afro-Indigenous households adversely affected by gentrification, systemic oppression, and inequalities.

### **Position Summary**

The Community Development Member supports Sabin CDC's affordable housing portfolio by improving property operations, enhancing communication systems, and work on the prep work for the new building, Nicole Sandoval, which is set to finish in January 2028. This role blends systems development, community engagement, and program development to ensure safe, well-maintained, and connected housing environments.

### **Key Responsibilities**

#### **Nicole Sandoval**

- Work with the community managers to support waitlist management and outreach efforts to ensure equitable access to housing opportunities
- Assist with the creation and distribution of flyers and communications for property updates, trainings, and events
- Help organize, maintain, and improve property documentation systems
- Support development of systems and workflows that ensure smooth operations across both existing and upcoming properties

#### **Resident Services Support**

- Collaborate with Resident Services team to support programming and engagement
- Assist with coordination of events (e.g., Stone Soup, community gatherings)

#### **Property & Maintenance Systems**

- Assist in expanding property asset inventory for residential units (appliances, fixtures, systems)
- Support creation of asset tracking tools, including value charts and documentation
- Research and compile basic maintenance training resources for workforce development (videos, guides)
- Document "how-to" procedures by interviewing maintenance staff to improve educational transfer of important skills.

## Communications & Outreach

- Support social media content creation and posting
- Assist in storytelling and highlighting impact of Sabin's housing work

## Research & Development

- Conduct grant research and help organize funding opportunities
- Support workforce development initiatives
- Assist in identifying opportunities to expand maintenance and resident services capacity

## Learning Objectives

By the end of the term, the member will:

- Gain experience in affordable housing operations and asset management
- Develop skills in community engagement and resident services
- Build knowledge of basic property MaintainX (maintenance software)
- Strengthen abilities in research, communications, and program development
- Link with valuable contacts in the community for future employment opportunities and mentorship

## Qualifications

- Strong organizational and communication skills
- Interest in housing, community development, or property management
- Ability to work independently and collaboratively
- Basic tech skills (Google Suite, social media platforms)
- Willingness to learn basic maintenance concepts

## Preferred Qualifications

- Experience with community service, AmeriCorps, or similar programs
- Interest in workforce development or skilled trades
- Creative skills (design, social media, storytelling)

## Member Benefits

- \$20,400 living allowance (before taxes)
- \$7,395 education award (for student loans or future education)
- Loan forbearance, health care, child care reimbursement
- Eligible for SNAP (food assistance)
- Training, mentorship, and networking opportunities with partners like SymbiOp Landscaping and Energy Trust of Oregon
- Certifications: Energy Trust of Oregon BOC
- Access to all of the Oregon BPS (Building performance standards) webinars
- Participation in community events, Lunch & Learns, and skill-building workshops

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