

**Volunteer opportunity title:** Regenerate Housing Cooperative Membership Coordinator

**Organization:** Regenerate Housing Cooperative (501c3)

**Location:** Remote work. Potential in-person visits to the Jenifer Street houses that will become this cooperative, and to partner organizations in Madison

**Application deadline:** June 27, 2023 or until filled

**Compensation:** This is a volunteer position. There is a modest, total stipend of \$1,000 offered in appreciation for this volunteer effort for the Regenerate Housing Cooperative non-profit.

### **Role Description**

Regenerate Housing Cooperative will be Madison's newest co-op, located on Jenifer Street and created from two homes originally, that have been connected and remodeled, maintaining architectural features in this Historic District. Unique aspects and core values include energy efficiency, accessibility to cooperative living by households typically not able to live cooperatively, and 75% of units meet affordable housing guidelines.

Mission: This intentional community is diverse, with opportunities to teach, learn, and support each other. This is a space for those who face housing challenges in our city. Learn more about our plans for electric car sharing, solar power, and more!

This position offers an opportunity to be on the ground level of creating an innovative and diverse cooperative living community. The work includes a modest stipend. Interest in membership and residency in the house after the cooperative is launched is welcome but not required and no promise of membership should be assumed in exchange for this agreement.

### **Expected timeline**

- Duration of the position
  - Anticipated start in early July 2023. Concluded by cooperative's launch.
  - Cooperative launch and move-in anticipated in November or December 2023
    - As this timeline unfolds, if there are adjustments, the coordinator will work with the Board to also adjust task and outreach deadlines.
- Number of hours expected is flexible based on reaching goals
  - Minimum estimation is 5 hours/week, not to exceed 10 hours/week

### **Desired experience & skills**

- Understanding of the context of housing inequalities in Madison
- Experience with cooperative structures (living and/or worker co-ops)
- Experience collaborating with and/or building diverse teams
- Community-building experience. Having a sense for what supports a nurturing community among diverse members, (i.e., cross-cultural, multi-generational, differently-abled, diversely-identifying, economic, or other diversity)
- Facilitation skills, to help house-member committees form and run meetings in the early stages
- Excellent communication skills

## Scope of work

Assist with member recruitment:

- Build and implement a process for finding members, with assistance from the RHC Board.
  - Add to our growing list of outreach partners and help to develop awareness and announcement strategies

Member application process:

- Help the Board design an application & interview **process** that will recruit current tenants of the houses and new residents, as engaged co-op members.
- Consult with the Board and RHC attorneys and MACHA's discrimination policy guidance to ensure the process complies.
- Help the initial Board establish the initial decision making process, to serve the eventual democratic process in place at the brand new cooperative.

Communication/information sharing aspects:

- Document the membership process responsibilities, to be transferred to house members when the coop opens.
- Develop or at least outline a new member welcome/info package with important information about the co-op, (i.e. bylaws, history, membership agreement ([sample](#)), Member owner Manual ([sample](#)), [financial obligations](#) of cooperative members individually and as a group (including major milestones at the 5 and 30 year marks).
- Facilitate adoption of a [Lease/Membership agreement](#) and [Membership application](#), making recommendations to improve accessibility of the co-op and housing equity (can get review and recommendations from the co-op's lawyer for compliance with Affordable Housing Program and city requirements).

## Application instructions

- 1) Provide:
  - a) Name, and pronouns if desired
  - b) Your phone number, email address, city of residence
  - c) Your background, skills, and interest
  - d) How well your availability matches the expected project timeline and duration above

Send to RHC Board member Math Heinzl via email [math@hedgecroft.net](mailto:math@hedgecroft.net) with Subject: RHC Membership Application, by the end of the day on June 27, 2023.