

Title: Community Engagement Coordinator

Position: To help increase capacity to serve the Middlebury neighborhood through relationship building and community engagement

Compensation: \$18/hour, 30 hours a week

Responsible to: Community Engagement Manager

Start Date: January 2, 2024

Overview:

One of The Well CDC's (3) initiatives is Supporting Place, meaning that we want to connect people to the place they live and each other through the built environment. We provide year-round programming in the Middlebury neighborhood to help increase social connection, relationship building, and neighborhood connectivity. Our current community engagement programming includes our Akron Hope program (connecting with students, teachers, and families at 2 Akron Public elementary schools), Middlebury Block Challenge (providing mini-grants to groups of neighbors to complete beautification projects on their street, Community Tool Library (library of 500+ tools for individuals to rent), and other events and meetings to increase resident connection.

This role would help assist and execute the stated programming above.

Main Objective:

To use your gifts and talents to...

- Build relationships with students, teachers, & families at our 2 partnered Akron Public Elementary schools
- Help plan and execute weekly, monthly, and annual programming at our partnered schools and for Middlebury Residents
- Assist in helping organize neighbors and residents towards common goals and action
- Oversee and perform administrative duties to provide effective Community Engagement to our residents, volunteers, and community partners

This position is for an unspecified duration and constitutes "at will" employment.

Job Description:

I. Akron Hope

- a. Assist and help execute Akron Hope programming that includes In-Classroom Tutoring, Holidays of Hope, Community Connection Events, Pop Up Pantry, and more
- b. Measure and track program impact through qualitative and quantitative data collection
- c. Recruit, assist in training, and manage volunteers for various programs

II. Community Engagement

- a. Support in planning and organizing neighbors for the Middlebury Block Challenge and other annual Community Engagement events
- b. Be an active participant in engaging neighbors through neighborhood surveys and door knocking campaigns to help foster healthy conversations and resident feedback
- c. Help manage the Community Tool Library CRM and memberships

III. Fund Development

- a. Be an active participant in our Culture of Philanthropy while assisting with grant-writing and donor relationships when needed
- b. Aid in planning and execution of fundraising and community engagement events

IV. Requirements

- a. Self-starter and takes initiative to complete tasks
- b. Ability to relate to and work with diverse types of individuals
- c. Ability to utilize Excel, email, and other electronic platforms
- d. Ability to work independently and as a team
- e. A caring and compassionate attitude
- f. Outstanding communication and people skills
- g. Flexible schedule with ability to work some evenings and/or weekends

V. Expectations

- a. Hours: 30 hours per week
- b. Meet with your supervisor on a bi-weekly rhythm
- c. Common Business Courtesy
 - i. Return phone calls and emails within 48 hours
 - ii. Be on time to meetings, events and programs
- d. Maintain a neat and organized workspace
- e. Adhere to related staff policy and procedures
- f. Assist with other The Well CDC staff, as assigned

Please send resume and cover letter to Alexandra@thewellakron.com