

Title: 2019 AmeriCorps VISTA Member

Responsible to: Housing Director

Mission Statement: The Well CDC exists to give worth, value, and dignity back to the communities of Akron.

Main Objective: Use your gifts and talents to help build capacity for our Restoring Housing initiative by developing a program plan for a Community Tool Library, Home Maintenance Classes, and GIS mapping.

Job Description:

I. Tool Shed

- a. Secure second-year funding to ensure sustainability of programming
 - i. Includes grant funding, material donations, event planning, and corporate sponsorships
- b. Prepare strategic recommendations to increase participation
- c. Expand relationships with partners and community members to increase impact of program
- d. Research building and rehab options and locations
- e. Assist the Housing Director in the implementation of finalized plans

II. Home Maintenance Classes

- a. Analyze feedback from 1st year classes to ensure we are providing useful resources
- b. Prepare strategic recommendations to increase participation
- c. Create schedule of 2nd year classes
- d. Create a volunteer recruitment plan for class instructors
- e. Create a marketing and partnership plan to engage local residents and community members

III. GIS (Geographic Information System)

- a. Learn the GIS and provide instruction to best utilize the county GIS mapping
- b. Create systems for data collection that ensures the correct information is obtained
- c. Analyze data and prepare strategic recommendations

IV. Fundraising Support

- a. Support in planning and implementation of fundraising events
- b. Support in implementation of the annual campaign
- c. Support staff in finding and obtaining material donations

V. Community Engagement

- a. Attend monthly Neighborhood Network Meeting (First Tuesday of the month, 6:00-8:00PM)
- b. Be a general advocate for The Well CDC in the Akron community

VI. Expectations:

- a. Hours: 40 hours per week
- b. Meet with your supervisor on a weekly rhythm
- c. Common Business Courtesy
 - i. Return phone calls and emails within 24 hours
 - ii. Be on time to meetings, events and programs
- d. Maintain a neat and organized work space, sharing office space
- e. Adhere to related staff policy and procedures