



Title: Akron Hope Coordinator

Position: To increase capacity to serve the Middlebury community through relationship building and community engagement at Mason CLC and Helen Arnold CLC

Responsible to: Akron Hope Manager

Mission Statement: We invest in people through the built environment

Main Objective: To use your gifts and talents to connect Mason CLC students, families, and staff to the Middlebury community and The Well CDC programs. To support relational connections and engagement throughout the Middlebury community and Greater Akron.

Job Description

I. Akron Hope

- a. In partnership with the Akron Hope Manager, meet with school administration to develop events and programs that support the needs of Mason CLC
- b. Help implement and refine Akron Hope programming
- c. Help recruit and train Akron Hope volunteers for weekly, monthly, and annual programming
- d. Attend Akron Hope events to engage with students, teachers, and families
- e. Help measure and track program impact through qualitative and quantitative data collection
- f. Support the Akron Hope Manager with additional duties, as assigned

II. Residents Services

- a. Support the Resident Services department in community outreach, organizing, and engagement

III. Fund Development

- a. Assist with grant-writing for Akron Hope program
- b. Aid in planning and execution of fundraising events on an as needed basis

IV. Requirements

- a. Ability to relate to and work with diverse types of individuals.
- b. Flexible schedule with ability to work some evenings and/or weekends
- c. Ability to work independently and as a team

V. Expectations

- a. Hours: 20 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 cover letter and resume to Jen Meade at jen@thewellakron.com or drop off/mail to Jen Meade, 647 E. Market Street, Akron, Ohio 44304.