

**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

**Compensation:** \$15/hour

**Responsible to:** Fund Development Director

**Overview:**

The Well CDC's Akron Hope program helps bridge the gap between lack of funding and resources needed for students, teachers, and families to thrive. To support family and relational stability, Akron Hope provides resources for students at Mason CLC/Helen Arnold CLC to succeed academically and emotionally, provides opportunities to connect families to stable housing and livable waged jobs, and functions as a community partner that provides holistic support to teachers and staff. We choose to invest our time and resources into people - helping the school become a place of stability.

**Main Objective:**

To use your gifts and talents to...

- Build relationships with students, teachers, and families at our partnered schools
- Help plan and execute weekly, monthly, and annual programming at our partnered schools
- Oversee and perform administrative duties to run the Akron Hope program.

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

**Job Description:**

**I. Akron Hope**

- a. In partnership with the other Akron Hope Coordinator - meet with school administration to develop events and programs that support the needs of Mason CLC and Helen Arnold CLC
- b. Lead and execute programming that includes In-Classroom Tutoring, Holidays of Hope, and Community Connection Events in partnership with the other Akron Hope Coordinator
- c. Recruit and train Akron Hope volunteers
- d. Measure and track program impact through qualitative and quantitative data collection
- e. Create and submit monthly social media content to marketing consultants
- f. Communicate effectively with volunteers, community partners, and donors on a as needed basis
- g. Oversee all Akron Hope administrative duties to keep volunteers and program documents organized

**II. Residents Services**

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

**III. Fund Development**

- a. Assist with grant-writing for the Akron Hope program
- b. Aid in planning and execution of fundraising events such as Wrapping Night, Rubber Ducks and other events
- c. Effectively communicate with Akron Hope Donors

**IV. Requirements**

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

**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 resume and cover letter to [Jen@thewellakron.com](mailto:Jen@thewellakron.com).**