

Title: Community Engagement Manager

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

Compensation: \$40,000

Responsible to: Fund Development Director and Associate Director

Overview:

To lead The Well CDC's Resident Services team to build social cohesion among Middlebury Residents and to drive our Supporting Place Initiative strategic planning goals through event planning and coordination, resident engagement, and program management.

Main Objective:

Diverse candidates encouraged to apply.

To use your gifts and talents to advocate for and support the collective voice of Middlebury. This role will work alongside Middlebury Residents to create spaces of advocacy, feedback, and ideation that allow us to honor the collective desires of current residents.

Job Description:

I. Skills, Competencies, and Qualifications

- a. Ability to manage several programs and initiatives at one time
- b. Ability to connect and communicate with individuals of diverse perspectives
- c. Knowledge of asset-based community development
- d. Entrepreneurial grit

II. General

- a. Develop programs and events that help Middlebury Residents relationally connect to each other and the neighborhood
- b. Use the principals of Asset Based Community Development to build collective voice with Middlebury residents

III. Akron Hope

- a. Lead and execute Akron Hope programming that includes In-Classroom Tutoring, Holidays of Hope, Community Connection Events, and all other school and/or family supports
- b. Meet with school administration to develop events and programs that support the needs of Mason CLC and Helen Arnold CLC
- c. Help recruit and train volunteers for all programming / events
- d. Assist with grant-writing

IV. Residents Services

- a. Lead the Resident Services team in the planning and completion of the Middlebury Block Challenge, Middlebury Celebration, community outreach, and engagement
- b. Create a process for our "Pathway to Home Ownership"
- c. Oversee the Community Tool Library Program and help increase annual memberships

V. Requirements

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

VI. Expectations

- a. Hours: 40 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