

Title: Community Engagement Coordinator

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

Compensation: \$18/hour, 25 hours a week with flexibility for more hours during peak programming times

Responsible to: Community Engagement Manager

Start Date: January 6, 2025

Overview:

To connect people to the place they live and each other through the built environment to support our Placemaking initiative. Through this initiative, 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, 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. Help execute Akron Hope programming that includes In-Classroom Tutoring, Holidays of Hope, Community Connection Events, Teacher Support, Hope Closet, Pop Up Pantry, and more
- b. Help measure and track program impact through qualitative and quantitative data collection
- c. Recruit and manage volunteers

II. Community Engagement

- a. Support in planning and executing the Middlebury Block Challenge and Fall Fest
- b. Be an active participant in engaging neighbors through neighborhood surveys and door knocking campaigns to help foster healthy conversations and resident feedback

III. Fund Development

- a. Be an active participant in our Culture of Philanthropy while assisting with fundraising 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: 25 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