

Title: Community Engagement Coordinator

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

Compensation: \$18/hour, 24 hours a week with flexibility for more hours during peak programming

Responsible to: Community Engagement Manager

Start Date: August 2026

Overview:

One of The Well CDC's (3) initiatives is Supporting Place, connecting people to the place they live and each other through the built environment. We provide year-round programming in the Middlebury neighborhood to help increase social cohesion, relationship building, and neighborhood connectivity. Current community engagement programming includes:

- Akron Hope (year-round support of students, teachers, and families at Mason CLC)
- Holidays of Hope (spread joy during holiday season by providing a gift to every child at Mason CLC)
- Middlebury Block Challenge (provide mini grants to groups of neighbors to complete beautification projects on their street)
- Community Connection Events (Middlebury Fall Fest, Egg Hunt, Juneteenth)

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 Mason CLC
- Help plan and execute weekly, monthly, and annual programming for the school 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. Assist and help execute Akron Hope programming, including In-Classroom Tutoring, Holidays of Hope, Community Connection Events, and more
- b. Measure and track program impact through qualitative and quantitative data collection
- c. Recruit, assist in training, and manage volunteers for various programs
- d. Monitor and stock clothing and basic needs items in Hope Closet at Mason CLC
- e. Assist Community Engagement Manager with ordering, organizing, and delivering supplies, food, school items, gifts
- f. Take ownership of Adopt a Classroom logistics under our Holidays of Hope initiative

II. Community Engagement

- a. Support in planning and organizing neighbors for the Middlebury Block Challenge and other annual Community Engagement events (Egg Hunt, Juneteenth, 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. 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

IV. Expectations

- a. Hours: 24-30 hours per week
- b. Meet with your supervisor on a bi-weekly rhythm
- c. Collaborate with supervisor to establish weekly/monthly schedule
- d. Common Business Courtesy
 - i. Return phone calls and emails within 48 hours
 - ii. Be on time to meetings, events and programs
- e. Maintain a neat and organized workspace
- f. Adhere to related staff policy and procedures
- g. Assist with other The Well CDC staff, as assigned