



<b>Job Title:</b>	Education Coordinator	<b>Department:</b>	Education
<b>Location:</b>	<b>Community Homeworks</b> 810 Bryant St., Kalamazoo, Michigan	<b>Travel Required:</b>	Occasional/Local
<b>Starting Salary Range:</b>	\$17.25 per hour	<b>Position Type:</b>	Part-time (20-25 hrs./wk.) <i>Ability for flextime and virtual office hours as needed</i>
<b>Benefits:</b>	PTO, 10 paid holidays, paid trainings, and conferences/professional development, and generous wellness stipend		

**To apply:** E-mail [khumes@communityhomeworks.org](mailto:khumes@communityhomeworks.org) **Subject Line:** Education Coordinator Resume

**Attention:** Kaylen Humes, Deputy Director

**\*\*Please include your resume and a list of references.**

#### **Position Summary:**

**Community Homeworks** is a 501(c)(3) nonprofit organization whose mission is to empower our low-income neighbors to maintain safe, sustainable, and dignified homes in Kalamazoo County. This is achieved through critical home repairs and homeowner education to foster self-sufficient and successful homeowners.

The Education Coordinator supports Community Homeworks by working with our Education Manager to coordinate our homeowner repair and maintenance education program. This job has direct contact and frequent interaction with our participants, instructors, community partners and others who support our programs and services. This individual must represent Community Homeworks in a professional manner with courteous customer service. Some evenings and weekends are required. Education programming is typically held one evening per week.

#### **Responsibilities:**

##### **Education Program Coordination:**

- Coordinate and host educational workshops, classes, and other events for Community Homeworks, including preparing the workshop space, props, and instructor materials in advance.
- Manage the education department marketing, including recurring website updates, eblasts, and promotional flyers.
- Develop and executive strategies to recruit and sustain education program participants.
- Partner with other community organizations to expand outreach & recruitment efforts.
- Track and report on program participant attendance and assist with data management.
- Assist the Education Manager with executing educational priorities and goals in the multi-year strategic plan.
- Assist with periodic booth and community outreach events.
- Support existing curricula, content, and materials; update as needed to meet the needs of attendees, partner agencies, and the community we serve.
- Help ensure cleanliness and attractive appearance of program spaces and help prepare for other hosted community events.
- Assist the Education Manager with coordinating education department volunteers and instructors.
- Perform other related duties as assigned by supervisor.



#### Minimum Qualifications

- Ability to create and prepare quality digital and print marketing content, using recurring templates
- Highly organized and ability to multitask in a fast-paced environment.
- Self-starter and take demonstrates initiative.
- Must have excellent interpersonal communications skills, both one on one and in large groups.
- High school diploma or GED required.
- Minimum of 18 year of age, legally authorized to work in the United States.
- Pass criminal background and sex offender registry
- Ability to work a flexible schedule (some evenings and weekends are required).
- Physical ability to stand, bend, and lift up to 50 pounds on a regular basis.

#### Preferred Skills

- Experience and skilled in working with and providing excellent customer service to people of diverse backgrounds.
- Experience providing educational content and programming in a nonprofit setting.
- Experience using (or willingness to learn) Microsoft Office (Word, Excel, PowerPoint), email, and database management programs.
- **Must also have a mission-driven commitment to serving low-income and at-risk families. This position requires an individual who wants to make a difference in the lives of vulnerable households and prevent housing instability for families in our community.**

*Community Homeworks is an equal opportunity employer.*