

Poverty Awareness Coordinator

Job Description

QUALIFICATIONS: Minimum of a High School degree with 3-4 years of work experience; Ability to work well with others as well as independently; Organizational and critical thinking skills are a must; Working knowledge of word processing, spreadsheet, and database computer software applications; Complete knowledge of community resources with the ability to work well with volunteers; Excellent written and verbal communication skills.

JOB SUMMARY: Coordinate poverty awareness programs for internal and community groups who request information. Present the Living on the Edge (LOTE) program to smaller groups and/or coordinate volunteer facilitators to present. Market the programs throughout the community. Maintain database of volunteers and history of programs.

HOURS OF WORK: Part-time: 20 Hours

**CLASSIFICATION
OF EMPLOYMENT:** Non-exempt

SUPERVISED BY: Director of Volunteers & Community Relations

RESPONSIBILITIES

I. Poverty Simulation Program (PSP)

- a. Develop materials as needed in the management of the PSP.
- b. Develop and maintain a history of past and future simulations.
- c. Develop and manage a timeline of needed action steps for each simulation.
- d. Coordinate the recruitment of volunteers for the simulations.
- e. Maintain a current volunteer database.
- f. Strive to keep the volunteers engaged with the program by communicating with them on a regular basis of what's happening within the program.
- g. Assign the roles for each simulation volunteer.
- h. Facilitate the simulations in coordination with the Director of Volunteers & Community Relations.
- i. Develop and distribute a follow-up action plan/evaluation with all simulation attendees.

II. Living on the Edge Program (LOTE)

- a. Develop materials as needed in the management of the LOTE Program.
- b. Develop and maintain a history of past and future events.
- c. Obtain an evaluation from all event attendees.
- d. Market the program throughout the community (churches, organizations, etc.).

III. Bridges Out of Poverty Workshops (BOP)

Schedule quarterly and other community workshops as needed, coordinate with the trainer on dates for the year. Host seminars when they occur, welcoming participants and providing evaluation information at the conclusion of the program.

IV. Other Responsibilities

- a. Provide suggestions regarding employee training to the Executive Director.
- b. Volunteer in every Client Services role at least once per year.
- c. Participate on Board committees as needed.
- d. Perform other duties as assigned.

Supervisor's signature

Date