

**Position/Title: Program Coordinator**

**Job Status: Temp / Contract / PT – 20 – 25 hours per week**

**Job Summary**

Our mission at the Resident Association of Greater Englewood is to mobilize people and resources to force a change in the community by breaking down barriers to communication and promoting positivity through solution-based approaches. Within this organization, the Program Coordinator will be responsible for building and maintaining RAGE database and communicating with potential and existing community partners and members. This position requires an independent thinker with strong community building skills, knowledge of civic issues and the ability to work independently.

**Job Responsibilities:**

- Provide marketing support for RAGE through community outreach – by creating and sending monthly newsletter using MailChimp and daily/weekly blog post using WordPress.
- Update R.A.G.E. online calendar and website as needed.
- Attend community events to distribute information about RAGE and other information relevant to community residents. Plan, promote, and coordinate R.A.G.E. outreach initiatives such as the So Fresh Saturday events in the summer, bi-monthly Englewood Village Meetings, Quarterly Open Houses/Orientation and Member Only events, workshops, and other events/projects developed.
- Provide services where needed at RAGE community events.
- Contribute to social media content and engage virtual networks.
- Manage and build database.
- Respond to inquiries via phone, email or via social media.
- Identify and develop relationships with new community contacts and organizations to pursue outreach engagements.
- Develop and implement promotional plan for outreach and/or new partner opportunities.
- Serve as an ambassador for R.A.G.E. by attending and participating in local and citywide meetings, events, panels, resource fairs, and conferences.
- Identify and establish new relationships, and maintain current collaborative relationships, with community-based organizations, block clubs, nonprofit organizations, faith-based and community leaders, schools and local businesses.

**Skills and Qualifications:**

- Strong social and interpersonal skills
- Excellent verbal and written communication skills
- Enthusiasm for attending local community outreach activities
- Dependable transportation to various meetings and events required
- Must be proficient in Microsoft Office, specifically Word, Excel and PowerPoint
- Ability to work under little supervision and remotely if needed

**Education/Experience Required:** High school diploma or equivalent and 3 years of community outreach experience or Bachelor's degree in Communications, Marketing, Social Science or related field.

**How To Apply:** Please send your resume to [joinrage@gmail.com](mailto:joinrage@gmail.com) and write in the subject line **Program Coordinator**. For more information on RAGE call (866) 845-1032 or email us.