2023-2024 AmeriCorps Member Position Description

Partner Organization Name: Mid City Redevelopment Alliance, Inc.

Corps Member Position Title: Program Design/ Outreach Coordinator

Supervisor: Rayna Winnfield

Days/Hours of Service: M-F 8:00 am - 5 pm

Physical Location: 419 North 19th Street, Baton Rouge

Organization Mission and/or Goals:
We develop and promote the growth and revitalization of Mid City Baton Rouge by attracting new and retaining current residents and businesses.

Program Mission and/ or Goals:
The Home Ownership Center works to ensure that consumers are exposed to quality and comprehensive wrap around services. These services include coaching, counseling, financial literacy, homeownership promotion and home preservation.

Member Position Summary:
The position of Program Design and Outreach Coordinator would consist of developing program systems to ensure that clients have a seamless intake process as well as assisting with maintaining constant contact and follow-up during and after their process. These processes include pre-purchase and post purchase evaluations for consumers that would allow them to provide specific and measurable goals. This collection of data would help to tell the story to potential funders as well as potential clients.

Member Impact
Corps Member should focus on consistent pre and post purchase contact/follow- ups with providing evaluations or assessments that would consist of data to help share the Homeownership Center’s story with potential clients and funders. Also, they will be tasked with providing outreach efforts to gain momentum in sharing program activities and potential partnership efforts within the community.
**Essential Functions of Position:**

- Conduct pre-purchase and post purchase evaluations
- Create assessments to uncover client needs
- Continue to evaluate current programs and ongoing systems
- Build and assist with data collection and analytics
- Create and track digital marketing and outreach efforts/strategies

**Skills, knowledge and trainings the corps member should expect to gain from this position**

The Corps Member will gain experience with maintaining administrative oversight of program operations, interacting with management on program strategy, vision and impact. They will also gain knowledge of supporting grant agreements, reporting and monitoring. The member will learn management of organizational brand during all internal and external activities as well as communicating and managing invoicing, collections and recognition of partner/client relationships.

**Ideal Candidate Qualifications**

- Efficient in Microsoft Suite products, basic understanding in homeownership process, skilled in research and program evaluations
- 1-3 years experience in research development and program evaluations

**Required Transportation Requirements (ex: own vehicle or able bike to site)**

mobility to and from work (work can be identified as a location within target area)