



Home Repair Education Coordinator

Home Repair Resource Center is seeking qualified applicants for the full-time position of Home Repair Education Coordinator. This position is responsible for management of the Project Repair (PR), HouseMender University (HMU), and Home How-To for Women (HHT) programs. The Home Repair Education Coordinator reports to the Executive Director.

Home Repair Resource Center (HRRC) is an established nonprofit organization based in Cleveland Heights, Ohio, with a strong history of over 40 years of empowering homeowners to maintain their homes in support of sustainable and diverse neighborhoods. HRRC's programs use public funds, individual donations and corporate and foundation grants to assist owners of older housing in the Greater Cleveland area.

Essential Job Responsibilities

General Program Management & Implementation

- Developing and tracking educational program budgets and funding applications.
- Exploring, identifying, and pursuing program-related funding opportunities.
- Promoting and publicizing educational program offerings.
- Designing and implementing evaluation systems for participants and instructors.

Educational Program Responsibilities: (PR, HMU, HHT):

- Planning and implementing workshop/class curriculum.
- Recruiting and supporting volunteer workshop/class instructors.
- Managing class scheduling, student application/enrollment, and payment.
- Coordinating locations, tools, project materials, and handouts.
- Maintaining, tracking, and reporting participant and program data.
- Providing communication with and support/encouragement for program participants.
- Creating and maintaining photo, video, and audio and necessary permissions for use in education and marketing efforts.
- Coordinating local discount card relationships for program participants.

Project Repair (PR) Tool Rental:

- Managing and tracking inventory, use, and fees/deposits.
- Maintaining, tracking, and reporting participant and program data.
- Assessing tool use and needs and educating clients on tool use.

Resource Library

- Maintaining, updating, and supplementing educational materials (print, electronic, video, etc...).
- Implementing tools and technology to increase ease of access and quality of user experience for clients.
- Coordinating with community partners to maintain and improve access to resources.

Position Requirements

- Desire to embrace mission and values of HRRC.
- Excellent people skills and experience working with diverse populations.
- Ability to discern and respond to client needs and interests.
- Energetic, outgoing, and positive, with the ability to work effectively as a member of a team.
- Strong written and verbal communication skills.
- Experience and confidence in speaking to groups.
- Strong organization and project management skills, including planning, prioritization, and a demonstrated ability to handle multiple concurrent projects.
- Physical ability to safely handle and demonstrate use of program tools and equipment.
- Proficiency in standard business applications is required (Microsoft Windows and Office, email, etc...). Experience and demonstrated skills in additional platforms (web, social media, database, etc...) a strong plus.
- Experience in using technology for data tracking and management.
- Enthusiasm for learning new skills.
- Bachelor's degree or higher in a related field.
- Ability to work a flexible schedule, including occasional evening and weekend hours.
- Experience with developing and managing program budgets.
- Grant-writing experience strongly preferred.
- Experience with home repairs, tools, tool safety and building systems preferred.

Home Repair Resource Center is an equal opportunity employer. HRRC is committed to reasonably accommodating qualified persons with disabilities to enable them to perform the essential duties of this position.

While every effort has been made to make this position description as complete as possible, it should in no way be taken that these stated duties are the only duties that the Home Repair Education Coordinator will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work task is similar or related to the position in any way.

HRRC employee benefits include health insurance with employer contribution, full dental and vision coverage, paid holidays and paid vacation. Salary commensurate with experience.

Interested candidates should submit a resume and a detailed cover letter describing their alignment with the qualifications outlined above. All applications must be received electronically and should be sent to resumes@hrrc-ch.org. No telephone calls, please.