



Home Repair Education Coordinator

This is a full-time position (40 hours/week). This position is responsible for the development, implementation, and management of the home repair education program, currently including Repair workshops, free community presentations, on-site programming with community partners, and Home How-To for Women classes; it supervises the part-time Class Administrator. 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 four decades 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 Strategic Development and Management

- Developing new classes or service offerings based on student feedback, market need, and partnership requirements
- Developing budgets and funding applications
- Identifying and pursuing funding opportunities
- Promoting and publicizing program offerings
- Identifying community and agency partners for coordinated classes
- Creating programming calendars
- Integrating services with other HRRC programs
- Assessing education program effectiveness on an ongoing basis
- Collecting, analyzing, and reporting program data
- Identifying and assessing ways to incorporate technology into the classroom and the education program

Education Program Management

- Planning and implementing curriculum
- Recruiting and supporting volunteer instructors
- Managing class schedules, registration, and payment
- Tracking and reporting participant data
- Coordinating class sites, materials, tools, and support
- Managing discount card program
- Implementing technology to increase public access to in-house 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 and desire to work effectively as a member of a team.
- Strong written and verbal communication skills.
- Experience and confidence in speaking to groups.
- Strong organization skills, including analysis, planning, prioritization, and a demonstrated ability to handle multiple concurrent projects.
- Proficiency in standard business applications (Microsoft platform)
- Experience in and enthusiasm for technology in the office and the classroom
- Bachelor's degree or higher in a related field.
- Physical ability to safely handle program tools and equipment.
- Ability to work occasional evening and weekend hours.
- Experience with home repairs and tools 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.

Compensation range is commensurate with experience.

Interested candidates should submit a resume and a detailed cover letter describing their interest and 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.