



AmeriCorps Project Conserve 2020 Service Description



Service Description

AmeriCorps Position Title: Care and Outreach Coordinator
Host Site: Only Hope Wnc, Inc

Supervisor Name: Michael Absher
Supervisor Title: CEO
Supervisor E-mail: onlyhopewnc@gmail.com

Physical Address: 416 Allen Rd, E Flat Rock NC 28726
Mailing Address (if different): PO BOX 394, Hendersonville NC 28793

Phone: 828-693-5499, 828-702-475
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Website: www.onlyhopewnc.org

Host Site Mission Statement:

Only Hope Wnc, Inc. is a local non-profit whose mission is to promote the value of education, honor individuality and diversity, nurture respect for self and others, and provide hope for young people in need in community.

Summary of Position:

We are searching for a talented and professional Care and Outreach Coordinator during this COVID-19 pandemic to maintain all community care and outreach activities. You will represent the organization and work with the management team to develop and implement initiatives that increase the capacity in serving within the surrounding community during this rough time.

You need to be self-motivated, enthusiastic and community-driven to take on this exciting role. This position requires someone equipped with a positive attitude and readiness to be a team player.

Qualifications – Knowledge, Skills, and Abilities:

- Outstanding written communication and presentation skills.
- Strong experience preparing reports.
- Friendly, enthusiastic and positive attitude.
- Strong knowledge of social media and other basic computer skills.
- Detail-orientated with the ability to manage multiple projects at a time.
- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

Preferred Service Hours / Weekly Schedule:

- M-F 9 to 4pm , may need some Saturday Hours.

PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings and events (1 – 2 times per month)

Position Responsibilities and Duties:

- Maintain inventory for Manna Food Bank ordering
- Maintain and help increase the Distribution of food to the people who need it during this time
- Maintain a calendar of outreach activities, including community events, workshops, appearances and other COVID 19 response
- Support community outreach activities and events related to COVID-19 project (food distribution to people in need)
- Nurture new and old relationships with collaborative partners and clients
- Schedule regular outreach exhibitions in the community and provide education on community responsibility
- Prepare accurate records and reports on the goals of this COVID 19 project (food distribution to people in need)
- Help come up with ways/ideas to better serve the community and people's need during this special project (food distribution to people in need)

ESSENTIAL FUNCTIONS

Equipment / Software Used: Microsoft Office, Basic Computer Skills

Physical Demands: Prefer being able to lift 50LBS

Transportation Needs: Have own vehicle

Setting/Location of Service Activities: Office and Food Pantry

Other Considerations: