

Maximum Accessible Housing of Ohio (MAHO)

Position:	Outreach Coordinator
Exemption Status:	Non-Exempt
Reports to:	Assistant Executive Director

Position Summary

The **Outreach Coordinator** assists in the development and daily operations of the Anderson Center for Accessible Living, as well as resource development and marketing for MAHO and all its programs. This position works as a team with management and administrative staff to facilitate the mission *to provide and promote accessible housing solutions for people with physical mobility disabilities*.

Core Job Responsibilities

Program Development

- Develop and update comprehensive accessibility information and instructions:
 - Research best practices in accessible housing
 - Write accessibility instructions, methods, and checklists
- Assist in the design and development of printed resource materials
- Assist in the design and development of comprehensive accessibility Web site
- Develop and conduct seminars and presentations
- Organize and staff open houses and other events

Resource Development

- Identify and write proposals for appropriate grants
- Assist in donor identification and cultivation efforts
- Maintain donor database and records
- Assist with bookkeeping; become familiar with accounting software

Marketing

- Assist in implementation of organizational marketing and communication plans
- Update and maintain MAHO Web site, Facebook page, and other social media
- Attend marketing and promotional events

Volunteer Coordination

- Develop volunteer opportunities within both the Anderson Center and the Vistas Apartment Communities
- Recruit volunteers
- Oversee volunteer engagement and performance

Other Job Responsibilities

- Foster and maintain good relations between MAHO and its tenants
- Answer phones
- Travel to all Vistas properties, external meetings, and events as necessary
- Assist other staff in any and all special projects related to the organization
- Other duties as assigned.

Required Knowledge, Skills and Abilities*

- Ability to develop clear written content for both technical and non-technical audiences to be used in print and online

- Strong oral communication skills
- Computer proficiency, including Microsoft Office and social media; experience with web design and Adobe Creative Suite preferred
- Knowledge of accessibility and disability issues a plus
- High sense of professionalism and organization
- Enthusiastic, outgoing, and friendly demeanor
- Ability to work with diverse people

Qualification Standards

- Bachelor's degree preferred
- Experience in non-profits, preferably with housing or community development

Qualified and interested candidates, please send cover letter and resume to:

mahofohio@gmail.com

EOE

*NOTE: The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.