

Maximum Accessible Housing of Ohio (MAHO)

Position: Outreach Coordinator

Status: Non-exempt, full-time

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. The Anderson Center is designed to provide education and advocacy on accessible housing through online resources, seminars and presentations, and other outlets. 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

Anderson Center Program Development

- Research, write, and update comprehensive accessibility information and instructions
- Assist in the design, development, and maintenance of a comprehensive accessibility Web site
- Generate, collect, and edit content for blog and monthly e-newsletter
- Assist in the design and development of printed resource materials
- Develop and conduct seminars and presentations

Resource Development and Marketing

- Maintain donor database and records
- Identify and write proposals for appropriate grants
- Plan and implement fundraisers and fundraising events
- Assist in implementation of organizational marketing and communication plans
- Update and maintain MAHO Web site, Facebook page, and other social media
- Represent MAHO at marketing and promotional events, including resource fairs and trade shows

Volunteer Coordination

- Serve as administrative liaison to the Board of Directors and appropriate Board Committees
- Develop volunteer opportunities at 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 and supporters
- Answer phones and perform other clerical tasks as needed
- Travel to all Vistas properties, external meetings, and events as necessary
- Other duties as assigned

Qualifications*

- Bachelor's degree preferred
- Knowledge of accessibility and disability issues a plus
- Must have strong written and oral communication skills
- Proficient with computers, including Microsoft Office and social media; experience with web design and Adobe Creative Suite preferred
- Flexible and responsive to changing priorities and deadlines
- Professional and organized with an enthusiastic and outgoing demeanor
- Able to work with diverse people

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.