



Job Title: Special Projects Coordinator

Location: Euclid, Ohio

Position Type: Part-Time (20 hours per week), transitioning to Full-Time in May

**About Euclid Development Corporation (EDCOR):**

EDCOR is at the forefront of addressing housing insecurity, offering vital assistance to community members facing financial barriers to home ownership. Our mission is to foster accessible and equitable housing solutions, empowering households to achieve stability and security. Join our dedicated team and contribute to a cause that not only changes lives but also strengthens our community.

**Position Overview:**

The Special Projects Coordinator role is an exceptional opportunity for individuals passionate about making a tangible difference in the community through innovative housing assistance programs. Initially part-time, this position will transition to full-time employment in May, offering a unique blend of professional development and the chance to significantly impact our operations. From enhancing process efficiencies to expanding our outreach, your contributions will be pivotal in advancing EDCOR's mission. This role is designed to grow with you, offering competitive compensation and a supportive work environment that values collaboration and innovation. It is an excellent entry-level position for those looking to build a career in nonprofit management, project coordination, or community development. Reports to the Executive Director.

**Key Responsibilities:**

- Evaluate and refine application and payment procedures to ensure they are user-friendly, leveraging technology to remove barriers and improve accessibility.
- Develop and disseminate communications materials across print and digital platforms to highlight EDCOR's lending programs, increasing awareness and participation.
- Work closely with staff to pinpoint system limitations and spearhead the integration of solutions such as new websites, social media strategies, and integrated payment systems.
- Design outreach materials and conduct surveys to gather community input, ensuring our programs meet the needs of those we serve.
- Support the grant writing process, contributing to the development of proposals that secure funding for new and ongoing initiatives.

**Qualifications:**

- Demonstrated ability to work professionally with diverse groups, including staff, board members, donors, volunteers, and the public.
- Independent worker, able to thrive in a fast-paced, evolving environment.
- Exceptional written and interpersonal communication skills.
- A high degree of enthusiasm for teamwork and customer service.
- Proficiency in MS Office; a keen interest in graphic or website design is a plus.
- Solid understanding of social media.
- Experience or interest in special event planning is desirable.

How to Apply: Please submit a resume and a cover letter detailing their interest in the Special Projects Coordinator position [here](https://bit.ly/EDCOR_SpecProjCoord) ([https://bit.ly/EDCOR\\_SpecProjCoord](https://bit.ly/EDCOR_SpecProjCoord)).

EDCOR is an Equal Opportunity Employer, committed to creating a diverse and inclusive work environment for all employees.