

DEADLINE EXTENDED TUESDAY DECEMBER 18TH, 2018

Cheektowaga Hub: Hub Manager Position Description



The Community Resource Hub hosts regular events, or Hubs, with a variety of agencies in an effort to connect community residents with services to improve their quality of life and self-sufficiency. Generally, 15-30 agencies attend with various services such as legal resources, housing assistance, utility assistance, education and employment resources, senior services, youth services, and more.

The Hub Manager will primarily have the responsibilities of scheduling the providers to come, helping residents who arrive connect to services, and reporting out about the Hub to the Coalition on a monthly basis.

This position will officially **begin January 2019**, with options to start training in December 2018.

Position Responsibilities	Time and Schedule Required
<p>Provider Management Contacting service providers, collecting registration forms, coordinating calendars, follow-up communication to confirm attendance, updating flyers and table labels with provider names, coordinating providers for special events, learning about services of providers for referral and general communication for Hub.</p>	<ul style="list-style-type: none"> ● Scheduling done quarterly. 10-15 hrs. Flexible time and location to complete. ● Reminders done the week before each Hub (about 15-30 minutes) all on email – no location needed. ● Total estimate about 8 hrs/month. Total 72 hrs/year
<p>On-Site Hub Organization Attending each Hub date/time 2x per month and special events. Ensuring set-up and clean-up, collecting and tracking provider and resident data on-site, and providing referrals. If Hub is cancelled must make cancellation calls, emails, etc.</p>	<ul style="list-style-type: none"> ● Must be able to attend the Hub at Resurrection Life Church, 2145 Old Union Rd. Cheektowaga on first and third Tuesdays of each month (except Holidays) from 9:15am-12:15pm. ● 72 hrs/year
<p>Hub Coalition Participation Attending each Hub Coalition’s monthly meeting (1 a month except in January and July 2019). Outline agenda section for Hub updates accordingly. Plan with MSNT CICs if/as needed.</p>	<ul style="list-style-type: none"> ● 1-2 hrs per month for attending and preparation (if needed) ● About 10-12 hrs./year
<p>Quarterly Mobile Hub site/Cheektowaga Pantry meeting 1 hr per quarter (4 per year)</p>	<ul style="list-style-type: none"> ● 4 meetings annually, 4 hrs.
<p>72 hrs provider management 72 hrs at Hubs-on-site management 10-12 hrs with Coalition 4 hrs with Mobile Hub sites Total for Year: 158-160 hours</p>	

Total Annual Stipend Amount: \$3,500

Hub Manager Position Requirements:

- Must have reliable transportation to Resurrection Life Church 2x per month
- Must be detail oriented, organized, punctual, and patient.
- May have to stand or sit for a few hours at a time.
- Degree and/or interest in social work, non-profit management, communications, event organizing, and coalition building.
- Experience with public speaking and interaction preferred.
- Experience with outreach preferred.
- Experience or familiarity with Department of Social Services benefits and other emergency services in the community.
- Ability to take initiative and seek out resources.
- Needs to demonstrate empathy when working with Hub clients.
- Must be comfortable working with the public and all community stakeholders.
- Must be familiar with Google calendar, Google forms, Microsoft, and using email to communicate.

Qualified applicants should send their resume, cover letter, and attached application by email to ncook@msntwny.org by **TUESDAY DECEMBER 18TH, 2018.**

Cheektowaga Hub: Hub Manager Application



First Name:

Last Name:

Phone Number with area code:

Email:

Address:

Are you available to work the time, hours and schedule as stated in the position description for the Hub Manager?

Can you reliably get to Resurrection Life Church (Hub host site) at 2145 Old Union Rd. Cheektowaga twice per month?

Please tell us about your experience working with community residents, including relevant volunteering or work experience:

Do you have experience with using Google Calendar, Google Forms, and Microsoft Programs? Please elaborate:

How did you hear about the Hub Manager position?

Please attach your resume and cover letter.

Please include 3 References:

1) Name:

Phone:

Email:

Place of Employment (current):

How do they know you?

2) Name:

Phone:

Email:

Place of Employment (current):

How do they know you?

3) Name:

Phone:

Email:

Place of Employment (current):

How do they know you?