



Environmental Enhancement Coordinator

Purpose: Help create the setting/home with the look and feel of a place where you would like to live or work, a place our members deserve.

Scope: Help find skilled volunteers for specific interior and/or exterior projects. Oversee project(s).

Skills/Attributes: Able to manage projects and own it from start to finish. Remodeling knowledge and contacts within the community helpful. Enjoy reaching out to community for a good cause. An interest in helping people with disabilities. Good communication and interpersonal skills.

Time Commitment: Flexible schedule; projects will vary in length for completion. All interior renovation may have to be done in phases to minimize the disruption to the members' routines.

Work Environment: Partner with Facility Manager from planning to completion. Administrative staff available. Option to work from home or have office space with computer, email, internet access. Will use own vehicle for local travel. Option to also work with Prescott site, if interested.

Perks: "The Employee Network" discount program membership. Collaborative, enthusiastic and supportive administrative team and agency culture.