

**POSITION:** Website & Assessment Coordinator

**HOURS:** 10 hours/week for 30 weeks

**DRESS:** Casual (Business casual on special occasions)

**PRIMARY SUPERVISOR:** Assistant Director of the Agapé Center

**SPECIAL QUALIFICATIONS:**

1. An outgoing, friendly personality and basic working knowledge of the Agapé Center & its programs, in order to assist in the front office when needed
2. Organizational skills and the ability to work on several on-going projects at once
3. Knowledge and experience with Microsoft Office Professional Suite (Word, Excel, Outlook, etc.)
4. Creative ability to promote the Agapé Center's programs and opportunities
5. Moderate to advanced ability or ability to learn quickly to work with related technology systems (Banner, Cognos, Jada, Qualtrics, and One-Card System, etc.)
6. Ability to be a 'team player,' while still being a self-starter/motivator
7. Good attention to detail, creativity, and strong written communication skills
8. An interest in service and interaction with the surrounding community

**PRIMARY DUTIES:**

1. Support Front Office: Greet guests of the Agapé Center warmly and offer them assistance.
2. Assist the Outreach Team Coordinators by:
  - Maintaining and updating the Agency Database
  - Tracking weekly attendance of local outreach teams
3. Assist with attendance tracking database and card swipe system.
  - Learn how to manage data using Banner to accurately track attendance for Outreach and Service-Learning service opportunities.
4. Assist in the planning, implementation & assessment of Plunge Days
  - Develop & manage group and individual registration (using Qualtrics)
  - Assist in pre- and post- event survey development (using Qualtrics)
  - Archive files for future years
5. Engage in general program assessment (as requested)
6. Provide website maintenance support to Assistant Director
  - Develop and publish web content
  - Offer innovative ideas to webpage design and navigation
  - Ensure Agapé "brand" is communicated through an online presence
7. Assist Agapé Center professional staff with annual reports and surveys (President's Honor Role, Campus Compact survey, Agapé Center Annual Report, etc.)
8. Perform other duties as prescribed by Agapé Center supervisor.

*"The Agapé Center's mission is to cultivate experiences with community partners to prepare individuals for lifelong service."*

For further questions, please contact us:  
Agapé Center for Service and Learning  
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