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Division/Department: Hope University

Location: Ellensburg

Job Title: Hope University Associate

Reports to: Emily Haney

Title: Hope University Coordinator Date: 01/21/2016

Level/Grade: <input checked="" type="checkbox"/> Grade One <input type="checkbox"/> Grade Two <input type="checkbox"/> Grade Three <input type="checkbox"/> Grade Four <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> On-Call	Benefits: <input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/> Dental <input checked="" type="checkbox"/> Vision <input checked="" type="checkbox"/> Life <input type="checkbox"/> None <input checked="" type="checkbox"/> Full Accrual <input type="checkbox"/> Pro-Rated <input type="checkbox"/> Holiday <input type="checkbox"/> Sick <input type="checkbox"/> Vacation	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern <input type="checkbox"/> Volunteer	Hours: 40 / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt Rate: \$12.00 Hours: 8:00am – 5:00pm Monday – Friday Evenings & Weekends may be required
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Applicants must submit a resume, cover letter, and application to be considered.
Cover letter must answer the following questions: What about HopeSource or the position interests you most? What specific experience or qualities qualify you for the position? Why would you be the best candidate?

General Job Description

Assist Hope U Coordinator in carrying out the functions of the Hope University program.

Job Functions

- Assists to create and organize training curriculum, materials, and multimedia visual aids
- Deliver training using classroom demonstrations, web-based, and on-the-job methods including testing and evaluation procedures
- Assists to recruit, train, and certify volunteer trainers
- Assists to study and evaluate effectiveness of curriculum, identifying trends, determining system improvements and implementing change
- Assists to create and manage a valid and recognized certification process for students
- Work with staff to collect program success stories
- Assists to survey management, staff, and community to identify training needs, continuing to expand and revise curriculum offerings as needed
- Other projects as assigned

Requirements

- Experience with training design and delivery
- Experience creating video and web-based curriculum and presentations
- Adept at web-based applications and various types of media
- Good communication skills and ability to establish rapport with diverse people and groups
- Experience with disadvantaged populations and people in crisis preferred



Other Skills/Abilities

Cultural Duties

Lead by example and develop staff in the principles of CASTLE, expecting consistency in performance based on those principles and playing them out in job duties:

C **Courage:** To see what is, positive and negative, and to be willing to speak about it appropriately, to be willing to reframe ourselves and our situations and practice the change, to celebrate the good explicitly and tell others when they achieve, to address the less than positive in constructive and healthy ways that help us learn from the experience. Courage is modeling how we wish to be with others

A **Authenticity:** To have the willingness to reveal our truth, our fears, our emotions and our vulnerabilities and to embrace lovingly others truth, fears, emotions and vulnerabilities. Authenticity is saying what you mean with care and love and honesty. It is complete alignment of what we think, say, feel, and do.

S **Service:** Service embodies sharing, cooperation, consideration, and consciousness. Servant leaders ask, "How may I serve you" and see their most important responsibility as being of service to others.

T **Truth:** Harmony, respect, integrity, honesty, inspiration, and love are built on the foundation of truth. Not brutal truth, but caring truth. Building consensus, community, ethics, teamwork, high performance, organizational and personal transformation, personal relationships, outstanding customer service, and quality require the foundation of caring truth.

L **Love:** Love is when my heart touches your heart and adds to who you are as a person.

E **Effectiveness:** Through conscious use of a common language and principles, CASTLE, to communicate our personal and organizational needs, and by treating each other as sacred and thus inspiring each other, we become more effective humans.

SIGNATURE:

Title: CEO

Date:

SIGNATURE:

Title: COO/CFO

Date:

SIGNATURE:

Title: SUPERVISOR

Date:

SIGNATURE:

Title: EMPLOYEE

Date:

PRINTED NAME:

Title: EMPLOYEE

Date: