Hampden Family Center Resource Advocate Needed!

Overview:
The Hampden Family Center seeks a resource advocate to share their passion and talents with the Hampden community. The mission of the Hampden Family Center is to enrich the lives of Hampden residents through education and professional support, and to encourage individual growth and community fellowship.

Title: Resource Advocate

Purpose: To provide a professional and supportive environment by serving as the first point of contact for visitors and providing administrative support to center staff.

Responsibilities will include:
- Welcomes visitors by greeting them, in person and on the telephone; answering and/or referring inquiries.
- Assist Program Manager in identifying center needs, and completing research, evaluations, and assessments for all center programming.
- May provide support to Program Coordinator in planning and developing curriculum for After School Enrichment Program.
- Manage and organize center program databases.

Qualifications:
- Must be at least 18 years of age
- Strong internet research and Microsoft Office suite skills
- Friendly and professional in-person attitude and phone presence
- Experience and/or desire to work with the Hampden community
- Strong skills working independently and with a team
- Must be able to pass a criminal background check

Time Requirements:
- Monday-Friday Shift A: 10:00am-2:00pm, Shift B: 2:00pm-6:00pm
- Beginning January 26, 2015
- Schedule is flexible based on candidate’s availability.

Location:
Hampden Family Center
1104 W 36th St, Baltimore, MD 21211

Contact:
Jessica Ross
410-467-8710 extension 106
JRoss@hampdenfamilycenter.org

Visit www.hampdenfamilycenter.org to learn more about our organization!