



2200 Lucien Way, Suite 325
Maitland, FL 32751
www.RISEcs.org

POSITION: Community Education Support Coordinator

PROGRAM/DEPT: Community Education

PAY: \$20-\$25 per hour

ABOUT RISE COMMUNITY SOLUTIONS: RISE Community Solutions works to strengthen families and the communities in which they live. We offer coordinated solutions to help families get ahead of the challenges that can lead to disruption, including youth mental health, child victim advocacy, and family homelessness. We meet our mission with the philosophy that families will be most successful when supported by strong communities that have ample capacity to meet their needs. RISE Community Solutions utilizes an approach which *Restores, Inspires, Strengthens and Empowers* those we serve. To learn more about us, visit www.RISEcs.org.

PURPOSE: This role coordinates all logistics to schedule and support educational programming facilitated by the Community Education team. The Community Education program offers training and facilitates support groups delivered to audiences including program participants, social service providers and the public.

KEY RESPONSIBILITIES:

- Organize and support informational sessions and training meetings for caregivers, including scheduling, logistics, materials, food and beverage, and participant communication.
- Coordinate childcare coverage and plan child-focused developmentally appropriate activities to coincide with support groups and training events.
- Collaborate with the Director of Community Education and community partners to align group topics and training events with identified needs.
- Establish partnerships with organizations that can host family support meetings and training in accessible locations throughout the community.
- Assist with scheduling trainings, managing calendars, and setting up registration platforms such as Eventbrite.
- Maintain training data, attendance records, and digital folders for reporting and tracking.
- Create basic PowerPoints, Canva documents, sign-in sheets, certificates, and handouts as needed to support training delivery.

ADDITIONAL FUNCTIONS & EXPECTATIONS

- Identify opportunities in which the lived experience and voice of those served can improve program operations and outcomes.
- Participate in the organization's strategic plan and quality improvement processes.
- Other duties as assigned in support of the mission of the organization.

DESIRED QUALIFICATIONS:

- High school diploma or GED.



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DESIRED SKILLS:

- Excellent interpersonal communication and writing skills; must be able to work well with participant families, senior managers, and providers.
- Must be well organized and capable of completing assignments with minimum guidance and supervision.
- Proficient in Microsoft Outlook, Word, and Canva, with strong skills in virtual meeting platforms such as Microsoft Teams.
- Ability to learn and utilize database reporting systems.
- Demonstrate cultural and linguistic competence and sensitivity to population served.
- Ability to travel in personal vehicle (mileage reimbursement applies).

All RISE Community Solutions team members are expected to demonstrate proficiency in the following competencies: Problem Solving, Time Management, Attention to Communication, Customer Service, Teamwork, Integrity, Interpersonal Skills, Trauma-Informed Approach and Innovation. To learn more, visit www.risecs.org/careers and select the “Competencies” tab.

POSITION STATUS: Temporary Part-Time (through Sept. 2026)

SCHEDULE: Flexible schedule for 30 hours a week. Schedule may include early mornings, evenings, and occasional weekends based on training and event needs.

LOCATION: This role can be worked in a hybrid capacity but requires regular local travel to training and community events. The employee will be able to use their home or the RISE Community Solutions main office in Maitland, FL, for “desk” tasks.

SUPERVISOR: Program Director, Community Education