



CORNERSTONE OF HOPE – CENTRAL OHIO A CENTER FOR GRIEVING CHILDREN, TEENS, AND ADULTS

Mid-Ohio Traumatic Loss Response Team Assistant – Central Ohio

Position Title: Mid-Ohio Traumatic Loss Response Team Assistant
Position Status: Part-time (20-25 hours per week) with future opportunity for full-time
Work Location: Columbus Cornerstone of Hope office with potential for some future location flexibility
Work Schedule: TBD

Reports To: Mid-Ohio Traumatic Loss Response Team Coordinator

Required Skills/Abilities:

- Experience working with the public.
- Familiarity with community outreach.
- General office administration skills.
- General computer skills, including Microsoft Suite proficiency (Excel, Word and Outlook)
- Must be available for occasional travel throughout Delaware, Morrow, Marion and Crawford Counties.

Overview:

The qualified candidate will help manage a traumatic loss response team comprised of dedicated, first-responder volunteers who proactively provide support at the scene after a death incident by suicide, overdose or traumatic loss. Dynamic, organized, personable, empathetic and trustworthy are words that describe the ideal candidate to join Cornerstone of Hope, Central Ohio's leading provider of bereavement services.

Job Responsibilities:

1. Program Management – 90%

- I. Serves as the Secondary Point of Contact for the Traumatic Loss Response Team (TLRT) Program.
 - a. Assists in developing the TLRT Program at the direction of the TLRT Coordinator.
 - b. Conducts appropriate survivor follow-up contact.
 - c. Partners with other communities to meet survivors' needs after the death.
 - d. Attends a wide variety of community events to promote the TLRT in four Ohio counties: Delaware, Morrow, Marion and Crawford and provides the community with informative materials.
 - i. Ensures all materials are well-stocked.
- II. Creates and/or coordinates maintenance of website, social media sites, and other public communication forums for the TLRT Program.
- III. Assists with Managing the TLTR Volunteer Program.



- a. Assists with recruiting new TLRT volunteers to meet the program needs and respond to calls.
- b. Maintains a database of volunteer and survivor information.

2. Mission Cultivation – 10%

- Enthusiastically promotes the mission of Cornerstone of Hope.
- Assists with and participates in traditional Cornerstone of Hope programs: Camp Memory, Camp Erin, Grieve with Hope Retreat, memorial services, and family workshops.

As a non-profit organization, Cornerstone of Hope values faith, compassion, commitment and passion. These core values shape the culture of the entire organization. The value of faith is intentionally listed first of all values. Ephesians 2:20 reads “Built upon the foundation of the apostles and the prophets, Jesus Christ himself being the cornerstone...” Cornerstone of Hope believes that Jesus is the cornerstone of this mission. We welcome and serve all who seek support, just as Christ did.

To be considered candidates must:

- Submit a resume.
- Submit a cover letter.

Cover letter should provide insight to your experience and interests and how you demonstrate Cornerstone of Hope's core values of faith, compassion, commitment, and passion.

Please submit your resume and cover letter to Maryann Mackey at maryann@cornerstoneofhope.org