



## Job Announcement – Community Outreach Coordinator

**Position Title:** Community Outreach Coordinator (Full Time)

**Reports to:** Director of Buckeye Neighborhood Services

### Job Summary

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The Community Outreach Coordinator will facilitate activities to revitalize Buckeye Road by promoting stronger connections between community stakeholders. The Coordinator will work with key stakeholders to develop and implement a comprehensive community outreach plan that will support business owners and residents invested in building the vibrancy and future outlook of Buckeye Road and the surrounding area.

### Essential Functions:

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- Engage resident leaders to create and strengthen block clubs that implement neighborhood improvement projects and events;
- Organize and work with business-owners to improve the sense of safety on Buckeye Road;
- Coordinate safety enhancements with efforts by District 4 Police, institutional partners, and other community groups;
- Create an assessment and plan to improve lighting on Buckeye Road;
- Work with neighborhood schools, recreation centers, and community groups to support the establishment of Buckeye MyCom neighborhood designation;
- Attend relevant community meetings; participate in relevant councils, roundtables and committees;
- Research relevant resources to implement and support the implementation of Buckeye Road Development Strategy;
- Coordinate community organizing activities with real estate development efforts as needed; and
- Other duties as assigned

### Skills and Experience:

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- Excellent oral and written communication skills
- Ability to interact effectively with the public, particularly low-income families
- Satisfactory computer skills, including Microsoft Office and social media outlets
- Experience in community organizing
- Prior experience facilitating programming with diverse audiences
- Strong understanding of local community and needs in low income neighborhoods
- Minimum Bachelor Degree

### Compensation:

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Job Annual salary of \$32,000 to \$35,000, commensurate with experience.

### How to Apply:

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Please submit a resume and cover letter by Friday, September 22, 2017 at 5:00 PM via email at [info@bbcdevelopment.org](mailto:info@bbcdevelopment.org), via fax at (216) 341-2683 or via mail at 7201 Kinsman Road, Suite 104, Cleveland, OH 44104.

For more information about the organization, please visit [bbcdevelopment.org](http://bbcdevelopment.org).