

**COMMUNITY ORGANIZER  
POSITION DESCRIPTION  
DETROIT SHOREWAY COMMUNITY DEVELOPMENT ORGANIZATION**

**REPORTS TO:** Managing Director

**SUMMARY OF POSITION DESCRIPTION**

Detroit Shoreway is proud to be one of the most diverse neighborhoods in the city of Cleveland, both racially and socio-economically. However, residents do not tend to interact across racial or socio-economic lines, and not all residents feel connected to Detroit Shoreway Community Development Organization (DSCDO) and the programs, services and resources DSCDO offers. By working with neighborhood leaders, the Community Organizer will facilitate community-building initiatives designed to improve conditions, quality of life and racial equity in the Detroit Shoreway neighborhood. Additionally, this position supports residents in addressing quality of life concerns by working with neighbors, city officials, schools and other partner organizations. Duties include, but are not limited to, the following:

**RESPONSIBILITIES:**

- Identify, cultivate and develop emerging neighborhood leaders
- Seek opportunities to build relationships with residents underrepresented in our organization and engage them in building connections amongst residents
- Special initiatives including:
  - Support for carrying out the vision of the [Southwest Detroit Shoreway Neighborhood Plan](#)
  - The [Detroit Shoreway Neighboring Fund](#)
  - Training and engagement around racial equity & inclusion
  - Connecting residents to [Hire Local](#)
- Attend block club meetings, issue-based meetings, and community events; assist with meeting coordination on an as-needed basis
- Conduct outreach campaigns
- Coordinate volunteer programs and develop new opportunities for resident involvement
- Work with the elected officials, city administrators, police, other criminal justice organizations, social service providers, and housing organizations to advocate for services in the Detroit Shoreway neighborhood
- Prepare grant proposals through the City of Cleveland and other foundations to support community based projects
- Submit required narrative and budget reports on a timely basis to ensure compliance with program guidelines
- Collect and compile necessary data and evaluation requests
- Develop program goals and measurable evaluation criteria
- Other duties as assigned

## **REQUIRED QUALIFICATIONS:**

- High School Diploma (Higher education preferred)
- Two years' experience in community organizing, social service, or neighborhood development
- Leadership and team building skills
- Ability to work long hours some days and attend meetings on evenings & weekends; local travel and some out-of-town travel required
- Ability to work with people of all racial, ethnic and income backgrounds
- Passion for creating social change, combined with sufficient detachment to allow residents to make their own decisions about issues, strategies, and tactics
- Ability to differentiate between community organizing and social service
- Self-motivation and an ability to work toward objectives with minimal supervision
- Good written and verbal communication skills and an ability to “think on your feet”
- Ability to work independently with minimal supervision
- Excellent writing skills and proficiency in preparing written reports and correspondence
- Oral communication and public speaking skills
- Computer proficiency including Microsoft Word, Excel, and use of the Internet.

## **PREFERRED QUALIFICATIONS:**

- Bachelor's degree or higher
- Three or more years of relevant work experience
- Demonstrated grant writing ability
- Meeting facilitation skills
- Ability to speak Spanish
- Familiarity with the Detroit Shoreway neighborhood and its stakeholders
- Previous racial equity & inclusion training, study or engagement

## **PHYSICAL DEMANDS**

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

## **WORKING CONDITIONS**

Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility.

*This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.*

## **EQUAL OPPORTUNITY**

Detroit Shoreway Community Development Organization is an Equal Opportunity Employer and is particularly committed to recruiting women and minorities.

## **COMPENSATION**

- Annual salary of \$30,000 to \$40,000 commensurate with experience
  - **NOTE:** Exceptional candidates may be eligible for additional compensation
- Healthcare coverage available with partial contribution by employer.
- Long term disability insurance is provided by employer; short term disability is available at employee's expense.
- Employer contribution to 403 (B) retirement plan.
- Holiday pay including Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and weekdays from December 25<sup>th</sup> through New Year's Day.
- Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days per year beginning the second year of employment.

### **SEND RESUME AND COVER LETTER TO:**

Jenny Spencer

E-mail: [jspencer@dscdo.org](mailto:jspencer@dscdo.org)

Managing Director

Fax: 216-961-8830

Detroit Shoreway Community Development Organization

6516 Detroit Avenue, Suite 1

Cleveland OH 44102

**Resumes and Cover letters are due by 5pm on Friday, July 7, 2017**

**NO phone calls please**