

Bellaire-Puritas Development Corporation



14703 Puritas Avenue, Cleveland Ohio 44135

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www.bcdc.org

Events and Outreach Coordinator

This position is designed to help eliminate social and economic barriers to good health, good quality of life, help to reshape the community landscape and serve as a catalyst for collaboration between the community, governmental organizations through capacity building, policy change and serving as a liaison between the residents in the community and various social service support organizations within the Bellaire Puritas neighborhood and city of Cleveland.

This position will plan and coordinate event and outreach program activities of the Bellaire Puritas Development Corporation. The Event and Outreach Coordinator will be responsible for overseeing the following activities:

1. Identify area programs and services of support to residents or clients such as food distribution programs, hot meals for seniors, child advocacy services, and access to medical services and physician care.
2. Establish and maintain collaborative relationships with other agencies, governmental agencies and community organizations.
3. Speak and interact with community groups and neighborhood residents to explain and interpret agency purposes, programs, and policies.
4. Establish and maintain relationships with other organizations and agencies to make sure that services are being provided to the residents and that community needs are being met.
5. Coordinate participation in safety programs and crime prevention block watch with the 1st District and Community Police, and serve as a liaison between the residents in the community and the Division of Police.
6. Prepare and maintain records and reports on the services that are being utilized by the residents in the community.
7. Assess the community and social needs for delivery within the community through the use of resident neighborhood surveys and other tools that can be used to obtain resident feedback.
8. Assist in the organization of community expo events that serve to bring various city departments such as community development, aging, health, public safety, and social service agencies to provide information on the various programs and services that they offer to Cleveland residents.
9. Coordinate BPDC special events and community social events and citizen volunteering.
10. Attend relevant community meetings that take place on a regular basis throughout the community.
11. All other related activities and duties.

Qualifications:

1. Bachelor's degree preferred
2. At least three years of experience working at a non-profit or in a related field working with diverse populations
3. Computer literate with Microsoft Office Suite (Outlook, Excel, Word)

This is a full time position with health and other benefits. Salary is commensurate with experience.

Please respond with cover letter (required) and resume to apply@bpdc.org. No phone calls please.