



**MidTown Cleveland, Inc.
Job Description
AmeriCorps VISTA**

Overview: MidTown Cleveland, Inc. (MTC) is seeking a self-motivated, resourceful, and personable AmeriCorps*VISTA member to join our team. The **MidTown VISTA** will help sustain Cleveland's renaissance and economic growth by creating access for Cleveland residents to job opportunities in a historically disadvantaged area in the urban core. The primary goal of MidTown's Hire Local project is to expand economic opportunity by facilitating partnerships with employers, local service agencies, community groups and workforce development partners to support a community wide effort towards building pathways to meaningful career opportunities for the residents in MidTown.

The VISTA will expand on the Hire Local strategy and community organizing plan to empower area residents with social capital, expanding their networks to nearby opportunities and reducing their transportation burden. In conjunction with MTC's Economic Development team, the VISTA will develop action plans to implement Hire Local pilot programs with select employers and build relationships with community members in MidTown and the surrounding neighborhoods. The VISTA will provide our organization with a clear path forward to operationalizing a Hire Local strategy. The desired end result is poverty reduction by empowering residents and expanding access to employment that offers meaningful career projection and wage growth within MidTown and the Health-Tech Corridor.

About the AmeriCorps*VISTA program: VISTA members are passionate and committed to their mission to bring individuals and communities out of poverty. Members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency. The focus their efforts to build the organizational, administrative, and financial capacity of organizations that fight illiteracy, improve health services, foster economic development, and otherwise assist low-income communities. The program is administered by the Ohio CDC Association (OCDCA), a statewide membership organization of Community Development Corporations (CDCs).

Job responsibilities. The candidate must have the skills and experience to perform the following duties.

- Refine the MTC Hire Local strategy through research and program development
- Plan and implement a series of MTC Hire Local pilot programs to increase residential access to new job opportunities
- Network and build relationships with area businesses and identify skills gap in local workforce
- Regularly update the MTC online job board and provide a monthly analysis of the job database to track emerging jobs and employers in the neighborhood
- Work in partnership with MTC Community Engagement Manager to keep community members informed of job training resources and available career opportunities and wrap around support
- Build a comprehensive asset map of workforce development programming in Cleveland and identify any barriers to access that might exist for residents
- Leverage the success of the Health-Tech Corridor to advocate for industry-specific, high-demand health and technology workforce development programming that connects residents to meaningful living wage career opportunities within the neighborhood



- Develop and implement a communication plan with workforce organizations and area community organizers to disseminate information regarding employment opportunities
- Attend and staff MTC programs, volunteer days, and community events
- Compile required reports as directed by the AmeriCorps program
- Perform other duties as assigned

PRIMARILY INTERFACES WITH: MidTown Cleveland, Inc. staff, community members and residents, companies in various sectors, nonprofit and workforce organizations, public servants and agencies, community development professionals. Reports to MidTown's Health-Tech Corridor Project Manager.

QUALIFICATIONS

Experience

- Experience with and knowledge of and/or planning, workforce and economic development strongly preferred
- 1-2 years work experience preferred
- Prior leadership, volunteer and/or internship experience with a nonprofit organization

Education

- Bachelor or Master's degree in sociology, social work, communications, urban planning and development, economics or related field or equivalent work experience

Personal Characteristics

- Passionate, energetic, and interpersonal leader
- Self-starter, resourceful, learner, networker and accountable for results
- Excellent time management and ability to manage and execute a project
- Creative approaches toward problem solving
- Works independently and in a team environment
- Understands the connection between economic development and community development with an equity lens

OTHER: This is a full-time position requiring at least 37.5 hours of work. Must have reliable transportation. Must be comfortable working in various settings including industrial businesses and residential communities and with diverse groups of people.

COMPENSATION AND BENEFITS: In accordance with the **VISTA program and benefits description on page three and four of this job description.**

Applications will be reviewed on a rolling basis until April 1st 2019 or until the position is filled. Please submit a resume and cover letter by email to [Max Upton, Health-Tech Corridor Project Manager at mupton@healthtechcorridor.com](mailto:mupton@healthtechcorridor.com) with the position in the subject line.

MIDTOWN. MidTown Cleveland, Inc. is a 501(c)(3) economic and community development corporation that serves a two-square mile on Cleveland's east side. Supported by area businesses, institutions and individual stakeholders, MidTown Cleveland, Inc., leverages our diverse assets to develop a dynamic neighborhood that unites the city's downtown and innovation districts.