



Community Engagement Coordinator

Old Brooklyn is Cleveland's accessible, family-friendly neighborhood where business and people come to grow. It is home to regional assets such as the Cleveland Metroparks Zoo, hundreds of small businesses, and over 30,000 people. Old Brooklyn Community Development Corporation (OBCDC) is dedicated to the social, economic, and civic advancement of the community.

Purpose

The Community Engagement Coordinator is responsible for direct engagement with Old Brooklyn's residents and community-facing organizations. The Coordinator is an advocate for racial equity and inclusion, and skilled in building and maintaining relationships. She/he will facilitate leadership among residents and partners, acting as a liaison to ensure the implementation of initiatives, projects and programs in the areas of community health, social services, and economic opportunity. Additionally, the Coordinator will empower community members to connect, to improve the quality of life, and to encourage grassroots leadership in Old Brooklyn. The Community Engagement Coordinator reports to the Director of Community Health.

Main Duties

- Lead a comprehensive community engagement strategy that is sustainable, measureable, and committed to racial equity and inclusion
- Support staff and program committees in the identification and cultivation of leaders across the neighborhood, and assist in developing and maintaining a positive vision for engagement
- Act as facilitator to connect existing and future programs and partnerships
- Build and maintain relationships with community-facing organizations and interest-based community partners; actively participate in related initiatives and partnerships
- Provide assistance with existing funding streams for community projects
- Assist in program assessment to measure growth towards identified performance goals
- Coordinate and/or represent Old Brooklyn CDC at community meetings and events

Required Qualifications

- Strong commitment to Cleveland neighborhoods
- Strong written and verbal communication skills
- Ability to manage multiple responsibilities and respond to rapidly changing situations
- Possess timely project planning skills
- Microsoft Office proficiency

Preferred Qualifications

- Spanish speaking
- Community outreach, group and project management, and volunteer coordination

Interested applicants must provide a cover letter and resume to careers@oldbrooklyn.com no later than 5:00pm EDT on Monday, August 29th. Salary will be commensurate with experience.