

Community Organizer
Detroit Shoreway Community Development Organization (DSCDO)
Cleveland, Ohio

Job Description

REPORTS TO: Director of Community Involvement

SUMMARY OF POSITION DESCRIPTION

The Community Organizer will be an essential position within the three-person Community Involvement Department, in a service area that includes the Detroit Shoreway neighborhood and may expand to include the Cudell and Edgewater neighborhoods. These three neighborhoods are some of the most socio-economically and racially diverse in the city of Cleveland (source: [Progress Index](#)). 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 neighborhood(s). Additionally, this position manages multiple programs and assists with small grants. Duties include, but are not limited to, the following:

PRINCIPAL 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 among residents;
- Supporting special initiatives including:
 - Carrying out the vision of the Southwest Detroit Shoreway Neighborhood Plan
 - The Detroit Shoreway Neighboring Fund
 - Racial equity & inclusion training and engagement
 - The Hire Local program's resident engagement
- Attend block club meetings, issue-based meetings, and community events;
- Assist with community meeting coordination on an as-needed basis;
- Conduct outreach campaigns;
- Engage staff in coordinated outreach such as door knocking at least two times annually;
- Provide logistical support for neighborhood clean ups and the rain barrel program;
- Coordinate volunteer programs and develop new opportunities for resident involvement;
- Work with the elected officials, city administrators, criminal justice organizations, social service providers, and housing organizations to advocate for services in the neighborhood(s);
- Assist residents with preparation of Neighborhood Connections grants, Organizers and Allies Rolling and Responsive grants, and other grant sources that support grassroots, community-led efforts;
- Fulfill fiscal agent responsibilities for all small grants;
- Provide support for the Youth Council and Youth Council Coordinator;
- Provide support for Computer Lab Coordinator;
- Maintain partnerships with the Earned Income Tax Credit (EITC) Coalition, Community Financial Centers, and other partners;
- Keep Community Involvement records, such as sign in sheets, and maintain resident contact database;
- Work with Marketing staff to create flyers and other content and engage residents to share relevant messaging;
- Attend meetings of the DSCDO Community Organizing Committee;
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- High School Diploma
- At least 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”
- Computer proficiency including Microsoft Word, Excel, and use of the Internet.

PREFERRED QUALIFICATIONS:

- Bachelor’s degree or higher
- Prior work experience as a community organizer
- Prior work with schools, youth or youth programming
- Meeting facilitation skills
- Grant writing experience
- Fluency in Spanish
- 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.

COMPENSATION

- Annual salary of \$30,000-\$40,000 commensurate with experience/qualifications.
- Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment.
- Holiday pay including New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and the days between December 24 and January 2.
- Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee’s contribution up to a maximum of 3% of the employee’s annual salary.
- Competitive health insurance offered with employer contribution.
- Long term disability benefits.

Please e-mail or mail cover letter and resume by Wednesday, September 18, 2019 to:

Jenny Spencer
Managing Director
Detroit Shoreway Community Development Organization
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NO PHONE CALLS PLEASE