



## **DETROIT SHOREWAY COMMUNITY DEVELOPMENT CORPORATION**

Detroit Shoreway Community Development Organization (DSCDO) is a non-profit 501(c) 3 community development corporation, founded in 1973 to catalyze development in Cleveland's Detroit Shoreway neighborhood.

### **JOB DESCRIPTION**

**Position:** Social Work Intern

**Location:** 6516 Detroit Avenue, Suite 1, Cleveland, OH 44102

**Status:** part-time, 20 hours per week

**Salary:** \$100/month stipend

**Duration:** Spring Semester, January to May 2020

**Reports To:** Glendie Rivera, Director of Property Management  
Clinical Supervision by Diane Norman, LISW

#### **Responsibilities:**

- Work with the property management department to facilitate resident engagement of DSCDO's 339 apartment units
- Prepare, distribute and compile resident satisfaction surveys
- Provide administrative support to social work staff in DSCDO's property management department
- Assist in canvassing survey to residents that live in DSCDO owned buildings
- Assist in developing and distributing e-blasts, flyers, and newsletters
- Assist in hosting and planning resident
- Assist in coordinating research and data collections project
- Provide support to resident engagement efforts and events
- Assist with other projects as they arise

#### **Qualifications:**

- Graduate student pursuing a degree in social work
- Have excellent written and verbal communication skills

- Possess excellent computer skills and demonstrated proficiency in the use of Word, Excel and PowerPoint and Google Slides, Sheets and Docs
- Comfortable working with diverse populations
- Enthusiasm for the mission of DSCDO and the families we serve
- Detail-oriented, ability to prioritize, multi-task and meet deadlines
- Displays the creative, critical-thinking, and problem solving capabilities necessary to continuously improve personal work, as well as the impact and effectiveness of DSCDO
- Demonstrates strong personal and professional organizational skills
- Applies emotional intelligence during discussions, negotiation, and mediation
- Interacts effectively with individuals at all social and economic levels
- Works well independently, but also engages as a team player to accomplish goals and objectives
- Maintains flexibility, adaptability, and positive attitude in a constantly changing environment
- Identifies internal weaknesses, troubleshoots problems, and proposes solutions that result in increased efficiency and improved outcomes
- Demonstrates a willingness to learn about new ideas, initiatives, tools and techniques
- Demonstrates persistence in tracking and following-up on details

Please send resume and cover letter to [grivera@dscdo.org](mailto:grivera@dscdo.org) Open until filled.