Neighborhood Development Coordinator

Old Brooklyn Community Development Corporation is seeking a driven Cleveland neighborhood advocate to assist in the implementation of plans, programs and services to achieve economic opportunity through targeted place-based developments in Old Brooklyn. The Neighborhood Development Coordinator reports to the Director of Neighborhood Development.

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, MetroHealth, hundreds of small businesses, and over 30,000 people. OBCDC is dedicated to the social, economic, and civic advancement of the community.

Main Duties

• Assist in the development of short, mid and long term economic and neighborhood development plans; gather information and prepare reports and recommendations for action.
• Contribute to the development of placemaking initiatives within Old Brooklyn, including planning, public realm improvement, land use, and greenways.
• Assist in the residential rehabilitation program and healthy housing initiative, developing an understanding of the Old Brooklyn and its sub-neighborhood housing markets.
• Establish knowledge of the main commercial corridors in Old Brooklyn, understand the inventory of available spaces and desired mix of businesses.
• Develop strategies and initiatives to attract new entrepreneurs and business to Old Brooklyn.
• Build and maintain strategic relationships for resources and support to small businesses.
• Provide technical assistance and administer commercial programs related to local ordinances, zoning, and funding for new and existing small businesses and property owners.
• Act as a liaison between OBCDC and the business community of Old Brooklyn; attend events and meetings; maintain relationships with business leaders, tenants, media, and residents.
• Represent OBCDC to various industry and City of Cleveland agencies including but not limited to the Board of Zoning Appeals and the Cleveland Planning Commission.
• Create content for business and neighborhood development of OBCDC and Old Brooklyn.

Preferred qualifications

• A strong commitment to Cleveland neighborhoods
• Experience in economic and community development work
• Planning, placemaking and greenspace development
• Strong communication skills, the capacity to learn, and the ability to cultivate relationships
• Business, Planning, or Urban Studies education with specialization in economic or community development, entrepreneurship, or related fields
• Proficiency in Spanish

Apply

Interested applicants must provide a cover letter and resume to careers@oldbrooklyn.com. Salary is commensurate with experience.