



Neighborhood Engagement Coordinator Job Description

West Park Kamm's Neighborhood Development (WPKND) seeks an energetic, creative, and passionate community advocate for the role of Neighborhood Engagement Coordinator. Working closely with the Executive Director, the Coordinator is responsible for outreach, engagement, and neighborhood programming to foster community and build partnerships.

The Neighborhood Engagement Coordinator will:

- Have a strong commitment to racial equity and justice and to building a welcoming and inclusive neighborhood
- Build relationships with a broad and diverse range of community partners including residents, businesses, schools, and neighborhood institutions and non-profits
- Develop and execute community outreach plans in coordination with other team members to support a wide variety of projects and programs
- Plan and lead neighborhood events like Walk on Wednesdays and Lawn Chair Cinema as well as develop new and innovative programming around the needs of the community
- Support the Kamm's Corners Farmers Market including staffing the market on Sundays as needed as well as facilitating programming like kids' activities, health screenings, or fitness initiatives
- Expand and cultivate sustainability programming throughout the year. Work with community groups on tree plantings, workshops, and other initiatives
- Work closely with Neighborhood Development Specialist and Marketing and Communications Manager on grant writing, fundraising, and sponsorships to support initiatives and programming

Qualifications

WPKND is embarking on a strategic planning process that may lead to shifts in duties, so the ideal candidate for this role is flexible, able to adapt quickly, has a broad range of skills, and is a supportive team player.

- Background working with diverse populations and ability to relate to those different from oneself
- Strong written, oral, and interpersonal communication skills
- Excellent time management and ability to manage and execute multiple projects and priorities
- Creative problem-solving skills
- Comfortable with technology including Microsoft Office
- Bachelor's degree or equivalent work experience in community development or related field
- Willingness and ability to work outside of regular office hours including evenings and weekends

Compensation

WPKND offers a competitive salary and benefits including paid time off and holidays, employer matching retirement plan, and employee health, dental and vision coverage. WPKND is an equal opportunity employer.

About West Park Kamm's Neighborhood Development

WPKND is a non-profit community development organization that serves more than 25,000 residents and 200 businesses on Cleveland's far west side. Dedicated to the West Park community, WPKND facilitates the development and promotion of the neighborhood. In coordination with partners, the organization engages with residents, businesses, institutions, and visitors to elevate the quality of life in the West Park community.

To Apply

Interested candidates should submit cover letter and resume to Rosemary Mudry at rosemary@westparkkamms.org with subject line: Neighborhood Engagement Coordinator job application. Applications deadline is September 18, 2020. Electronic submissions only.