



## Healthy Homes Initiative Community Engagement Specialist Job Description

West Park Kamm's Neighborhood Development (WPKND) seeks an energetic, creative, and goal-oriented community advocate for the role of Community Engagement Specialist. Working closely with housing and community outreach team members, the Specialist is responsible for working with the City of Cleveland's Healthy Homes Initiative to improve the quality of life of residents and the City's housing stock.

### **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.

**About Healthy Homes Program Goal:** The purpose of the Healthy Homes Initiative is to improve the quality of life of residents and the City's housing stock. Community engagement specialists will work in Cleveland neighborhoods to connect and build trust with residents and landlords and link them to resources, education, and training.

### **Job Description**

The ideal candidate is passionate about Cleveland neighborhoods and residents and has a servant leadership mentality – placing the growth and well-being of people and the communities to which they belong first and foremost. The candidate should be a problem-solver, good listener, and patient. This person should also enjoy developing relationships, working with diverse groups of people, and helping residents work through challenges they are facing.

Community engagement specialists will report to the Community Engagement Specialist (CES) Manager in the City of Cleveland's Community Development Department and the Community Development Corporation (CDC) Executive Director or their designee. The specialists will be housed at the CDC in the neighborhood they are serving and will be part of a cohort of specialists deployed across the City.

Each Community Engagement (CE) Specialist will focus on concentrated inspection areas (CIA) in their neighborhood that are prioritized by their CDC Executive Director, CES Manager, and Councilperson.

Main roles and responsibilities include:

- Working with the CES Manager, CDC team, and Councilmember to determine which areas of neighborhood have the most need
- Conducting property condition surveys and identifying external and internal housing issues
- Building trust, providing technical assistance, and developing a plan of action with the property owner and/or tenant to address housing and quality of life issues
- Connecting homeowners, landlords, and tenants to programs and resources available through the City of Cleveland, local nonprofits, and other organizations

- Collecting, inputting, and tracking field data
- Researching property data and develop property-specific engagement and outreach plans
- Marketing and administering the City's paint program with support from the CES Manager
- Delivering classes and forums for homeowners, tenants, and landlords in coordination with CES Manager

#### Minimum Qualifications

- A High school diploma or GED is required; Bachelor's degree in social work, urban planning, public affairs, communications or another related field is preferred
- One year of experience in community building, engagement, or serving clients in a social service environment;  
**OR**
- One year of experience in building or remodeling, contracting, building construction estimating, building inspection or building/real estate management preferred
- Comfort with data collection, software and technology (such as personal computers, handheld devices, Microsoft Office Suites)
- Ability to work independently and as part of a cohort/collaborative team
- A valid State of Ohio Driver's License is required
- Reliable transportation to conduct field surveys and inspections preferred
- Complete Lead Renovation, Repair and Painting Program (RRP) certification

#### Training and Support for Community Engagement Specialists

- Exterior Home Inspection coaching and training from Department of Building & Housing Chiefs
- Lead Identification and Remediation Training
- Community engagement strategies
- Data collection, management, and reporting
- *Additionally:* CE Specialists' will convene routinely with the CES Manager and as a cohort for peer-to-peer learning, mentorship, and assistance.

#### Compensation

Salary range for this position is \$39,000 to \$42,000. WPKND offers competitive benefits including paid time off and holidays, employer matching retirement plan, and employee health, dental and vision coverage. WPKND is an equal opportunity employer.

#### To Apply

Interested candidates should submit cover letter and resume to Rosemary Mudry at [rosemary@westparkkamms.org](mailto:rosemary@westparkkamms.org) with subject line: Neighborhood Engagement Coordinator job application. Applications will be accepted until the position is filled. Electronic submissions only.