



COME TOGETHER & THRIVE

Position Description

Organization	City of South Euclid
Department	Economic Development
Position	Community Development Assistant; Permanent; Full Time; Non-Exempt
Address	1349 South Green Road, South Euclid, Ohio 44121
Supervisors	Community Development Coordinator & Director of Community Services
Organization Summary	The City of South Euclid is an inclusive community with inviting, walkable neighborhoods and architecturally diverse housing options to fit every lifestyle and budget. It is a transit-friendly community of approximately 22,000 residents located minutes from University Circle, Downtown Cleveland, and the I-271 Corridor. As a first-ring suburban community located on the east-side of Cleveland, housing is the city's primary industry. However, South Euclid is home to a diverse range of over 300 businesses. These businesses include large educational and medical institutions, small to medium advanced manufacturing companies, national retailers and restaurants, a variety of small retail businesses, and professional offices.
Position Summary	The City of South Euclid is seeking a Community Development Assistant to oversee management of its community gardens program, manage South Euclid MyCom programming, provide support for community events, and enhance the work of its community development corporation, One South Euclid.
Position Responsibilities	<ul style="list-style-type: none"> - Identify and resolve maintenance issues at all community gardens and passive parks. - Design and implement educational workshops and materials for community gardeners. - Collaborate with like-minded organizations to improve food access and sustainability efforts. - Serve as South Euclid MyCom Youth Programs Coordinator and work with community partners to build and deepen relationships with youth-serving stakeholders in South Euclid and with providers serving youth from South Euclid and across the region. - Work with and participate in regional Northeast Ohio MyCom Network programs and represent the City of South Euclid at regional meetings. - Create and submit annual neighborhood work plans in coordination with the Director of Community Services and stakeholders. - Assist in the coordination and day-to-day activities of South Euclid's youth programs. - Assist the Director of Community Services with other duties/responsibilities related to community outreach programs and community planning initiatives. - Provide support for City of South Euclid events and complete general office work as necessary. - Provide general support to the city's community development corporation, One South Euclid.
Position Requirements	<ul style="list-style-type: none"> - A valid State of Ohio driver's license. Insured automobile preferred, but public transit is available. - Strong written and verbal communication skills. - Comfortability engaging residents and community leaders individually or in large groups. - Ability to work independently and demonstrate initiative during periods of minimal supervision. - Physical ability to work outdoors potentially during inclement weather. - Physical ability to operate a computer, climb stairs, and move or lift objects up to (30) pounds. - Availability to work a flexible schedule including occasional nights and weekends.

Compensation	<ul style="list-style-type: none"> - \$18.50 per hour; 40 hours per week; 80 hours per pay period. - Paid vacation and sick leave allocated according to the City of South Euclid's salary ordinance. - Paid holidays include New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. - Employer sponsored health insurance including vision, dental, and life insurance options. - Ohio Public Employees Retirement System (OPERS).
Equity & Inclusion	<p>The City of South Euclid is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status.</p>
Application	<p>To apply, candidates should submit a cover letter and resume in PDF format to communitydevelopment@seuclid.com by February 4, 2022 at 4:30 PM. No phone calls please.</p>