

Northwest Neighborhoods CDC

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Neighbor to Neighbor Cleveland Program Community Engagement Specialist Position Description

Organization Background: Northwest Neighborhoods CDC (previously Detroit Shoreway Community Development Organization and Cudell Improvement, Inc.) guides the physical, economic, and social development of the neighborhoods it serves toward an improved quality of life. NNCCDC is a recognized leader in the community development field locally and nationally, acting as a catalyst for community building and creating a diverse, sustainable, and desirable neighborhood in which to live, work, play, dine, shop, and worship. NNCCDC believes in the importance of urban neighborhoods for the future of our region; it values maintaining racial and economic diversity, representation of diverse people and opinions, and the power of everyday people to shape their own communities.

Program Background: The Neighbor to Neighbor Cleveland Program (N2N) – a Cleveland Community Engagement and Data Collection Project - is designed to build community engagement and organizing capacity across Cleveland neighborhoods, as well as create a platform for collecting granular community-level data on the digital divide and tax foreclosures across the city. The data is expected to guide strategic investments and interventions to achieve digital equity for Cleveland and for the most impacted Cleveland residents.

N2N Community Engagement Specialist: The ideal candidate is passionate about Cleveland neighborhoods and residents and has a service 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.

N2N Community Engagement Specialists will report to the Manager of Organizing and Community Engagement at Cleveland Neighborhood Progress (CNP) and NNCCDC's Director of Community Involvement. The specialists will be housed at their respective CDC and will be part of a cohort of specialists deployed across the City.

Main roles and responsibilities include:

- Working with NNCCDC and CNP's Manager of Organizing and Community Engagement to identify and determine which areas of the neighborhood to begin outreach and engagement efforts

- Building trust and developing relationships with community residents around digital access, literacy and other quality of life issues
- Connecting residents with resources available through the City of Cleveland, local nonprofits, and organizations
- Recruiting and supervising resident community ambassadors
- Collecting, inputting, and tracking field data from resident community ambassador teams
- Routinely convene with the CNP Manager of Organizing and Community Engagement and as part of a cohort for peer-to-peer learning, mentorship, and assistance
- Assist with community engagement and related projects within NNCCDC
- Attend NNCCDC staff and team meetings, community events, and engagement opportunities
- Familiarity with services located in Cudell, Detroit Shoreway, and Edgewater neighborhoods and provided by NNCCDC

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
- 3-5 years of experience in community building, engagement, or serving clients in a social service environment
- Comfortable with data collection, management and reporting as well as 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
- Proficiency in Spanish is preferred
- Some weekend and evening work will be required

Physical Demands: Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds. Requires vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. This position requires movement on streets, sidewalks, and driveways as well as physical motion to ascend and descend stairs of neighborhood houses.

Working Conditions: Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility.

NNCDC's Commitment to Equity and Inclusion: NNCCDC is committed to creating an inclusive and equitable working environment and 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. Women, BIPOC, and LGBTQ+ individuals are encouraged to apply.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Northwest Neighborhoods CDC. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

Compensation: This is a grant-funded position through the Cleveland Neighborhood Progress Neighbor to Neighbor program; this program is currently funded until April 30, 2023. The salary is \$41,500 and includes participation in NNCCDC Benefits program: Paid Time Off and paid holidays, competitive health insurance offered with employer contribution, employer contribution to 403(B) retirement program, and long term disability insurance.

Application Instructions: To apply, candidates should electronically submit as a single PDF file a cover letter and resume to ebischoff@nwneighborhoods.org . No phone calls please.

Review of applications will begin immediately and will continue until the position is filled.