



## 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 as well as management of the Kamm's Corners Farmers Market.

### The Neighborhood Engagement Coordinator will:

- Have a strong commitment to 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
- Serve as Kamm's Corners Farmers Market Manager including staffing the market on Sundays as well as facilitating programming like kids' activities, health screenings, or fitness initiatives
- 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 Pop-Ups in the Parks as well as develop new and innovative programming around the needs of the community
- Expand and cultivate sustainability programming throughout the year. Work with community groups on tree plantings, workshops, and other initiatives
- Work closely with WPKND team on grant writing, fundraising, and sponsorships to support initiatives

### Desired Qualifications

- Background working with diverse populations and ability to relate to those different from oneself
- Strong interest in Farmers Markets and healthy food access
- Experience managing programs and events
- Strong written, oral, and interpersonal communication skills
- Excellent organizational and project management 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 west side. Dedicated to the West Park Kamm's community, WPKND cultivates a neighborhood where the diverse needs of its people are met through community-building, stewardship, and development initiatives.

### 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 reviewed on a rolling basis until position is filled. Electronic submissions only.