



## **POSITION DESCRIPTION**

**POSITION:** **Lead Safe Program Coordinator (LSPC)**  
**REPORTS TO:** Lead Safe Program Manager  
Fairfax Renaissance Development Corporation

### **SUMMARY OF POSITION DESCRIPTION:**

The LSPC is responsible for intake and outreach for the City of Cleveland's Lead Safe Program. The coordinator is the initial contact for information regarding the program and works to educate applicants and complete intake process to determine eligibility. The coordinator is also responsible for marketing the program with program partners and to City of Cleveland neighborhood residents, property owners, nonprofits, churches, schools, etc.

### **PRINCIPLE RESPONSIBILITIES:**

1. Provides intake for prospective Lead Safe Program participants to determine eligibility of applicants.
2. Market Lead programs to residents in City of Cleveland neighborhoods by working with property owners, neighborhood groups, Cleveland City Council, other community development corporations, Cleveland Housing Network, Environmental Health Watch, churches, schools, etc. and electronic media to inform of the availability of Lead services.
3. Schedule construction activities with contractors and residents.
4. Respond to customer inquiries regarding program(s) and resolve any customer service issues in a professional, positive, and patient manner.
5. Attend and participates in all training and planning meetings as required.
6. Track & compile monthly reports as required by funding partners including the City of Cleveland, Enterprise and other partners/funders.
7. All other duties as assigned to meet the responsibilities of this position and achieve the overall goal of the organization.

### **POSITION REQUIREMENTS:**

1. Minimum of three to five years' experience in the area of community development and an associate's degree required, a bachelor's degree is preferred.
2. Excellent communication skills required. Must have the ability to work with diverse partners and program applicants including senior citizens, low-income individuals/families, property owners and other disenfranchised groups.
3. Familiarity with Cleveland neighborhoods preferred.
4. Highly organized with attention to detail, ability to set priorities and meet deadlines.
5. General understanding of contemporary urban neighborhood issues and knowledgeable about the role of private nonprofit organizations in community development initiatives.
6. Applicant will be required to attend some evening/weekend meetings or events to effectively outreach to the community.
7. Applicant must be computer literate in Microsoft Office products, and be willing to learn additional software programs necessary to perform position responsibilities.
8. Valid driver's license is required.

Send resumes to: Gail Powell, [GPowell@fairfaxdev.org](mailto:GPowell@fairfaxdev.org)  
**Phone calls will not be accepted for this opportunity**