



**Shaker Heights Development Corporation (SHDC) is Hiring an  
AmeriCorps VISTA Community Engagement Specialist**

**Summary**

Shaker Heights Development Corporation (SHDC) is seeking a self-motivated, resourceful, and personable AmeriCorps VISTA member to join our team. The AmeriCorps VISTA Community Engagement Specialist will work with business owners, property owners, entrepreneurs, residents and stakeholders in the emerging Chagrin-Lee commercial corridor in Shaker Heights to support the local business association and develop a tool-kit of entrepreneurial resources.

**Position Description**

The Community Engagement Specialist will engage in community outreach with the surrounding neighborhoods. The outreach will identify the types of resources and training programs that could take place at The Dealership that would help individuals enhance skill sets for increased employment opportunities. The outreach work would also further establish The Dealership as a community asset that can be leveraged by community members and local businesses to build assets.

The Community Engagement Specialist will be responsible for:

- Survey businesses to determine biggest challenges caused by COVID.
- Identify subject matter experts to participate in virtual panels.
- Research and catalog the current landscape of small business workshops in the region.
- Identify potential partners for participation in The Dealership workshop series.
- Perform outreach to selected partner organizations and develop workshop calendar.
- Convene business association meetings on a monthly basis
- Provide entrepreneurs with site selection information about The Dealership and Chagrin-Lee corridor monthly and as needed.
- Assist with social media management with the goal of raising awareness about The Dealership's resources among targeted audiences (minority and women-owned businesses and entrepreneurs).

**Skills and Qualifications**

- Bachelor's degree (or equivalent work experience) in urban studies, non-profit administration, business administration, communications or related field
- Excellent written and verbal communication skills



- Self-motivated and solutions oriented
- Ability to work independently and problem solve
- Strong planning and organizational skills and the ability to think strategically in the design and execution of projects
- Able to build rapport and relationships in community, business and institutional settings
- Experience in community organizing, fundraising/grant writing and/or public speaking is a plus
- Creative approaches toward problem solving
- Works independently and in a team environment
- This is a full-time position requiring at least 37.5 hours of work. Must have reliable transportation.
- Must be comfortable working in various settings including businesses and residential communities and with diverse groups of people.

### **Compensation and Benefits**

Term of service runs from June 2021 – June 2022. This position includes a \$1040 per month living stipend and a \$6,095 educational grant (that can be used to pay past or future education costs) or \$1,800 cash at the end of the year of service. Health insurance and vacation provided. More information can be found at [americorps.gov/VISTA](http://americorps.gov/VISTA).

To apply: email resume and cover letter to [nick.fedor@shakerdevcorp.com](mailto:nick.fedor@shakerdevcorp.com). Application deadline is May 1<sup>st</sup>, 2021.

### **About SHDC**

The mission of the Shaker Heights Development Corporation (SHDC) is to enhance the commercial revitalization efforts in order to strengthen residential neighborhoods and diversify the City's tax base. To that end, SHDC envisions an enriched community that seamlessly blends our innovative history into a vibrant future by fostering entrepreneurial opportunities and stimulating sustainable economic growth. As a 501 (c)3 non-profit organization, SHDC is committed to enhancing the commercial districts in Shaker Heights through economic development and place-based physical development strategies.