



Neighbor2Neighbor Cleveland Community Engagement Specialist

CNP was founded in 1988 to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs). In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods. Near the end of 2021, CNP completed a strategic plan that refocused its efforts on the health of CDCs. The new mission is to *foster the equitable revitalization of neighborhoods throughout Cleveland by strengthening the community development ecosystem.*

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 across the city through survey collection. The data is expected to guide strategic investments and interventions to achieve digital equity for Cleveland and for the most impacted Cleveland residents.

Purpose

The N2N Community Engagement Specialist at CNP will recruit and manage community ambassadors as they canvass the Collinwood and Lee-Harvard neighborhoods in their survey collecting efforts. They will be housed at CNP and collaborate with CDC partners at Greater Collinwood Development and Harvard Community Services Center. The Community Engagement Specialist will focus on concentrated areas for data collection. They must 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.)

Primary Responsibilities

- Recruit and manage a team of up to 10 resident community ambassadors
- Develop canvassing routes and weekly schedules to ensure survey efforts are consistent
- Work with CNP's Manager of Organizing and Community Engagement to identify and determine which areas of the neighborhood to begin outreach and engagement efforts with the assistance of the CDCs
- Build trust and develop relationships with community members around digital access, literacy and the canvassing survey
- Understand the application for data input to ensure success with the ambassadors in reaching their target goal numbers
- Collect, input, and track field data from resident community ambassador teams; meet regularly to monitor canvassing numbers and to provide coaching assistance when needed.
- Routinely convene with the CNP Manager of Organizing and Community Engagement and as part of a cohort for peer-to-peer learning and assistance
- Provide timely and accurate analysis of project, programs, and reports as required

Preferred Qualifications

- A strong commitment to Cleveland's neighborhoods and equity
- 3-5 years of experience in community building, engagement, or serving clients in a social service environment
- Comfort with data collection, management and reporting as well as software and technology (such as personal computers, handheld devices, Microsoft Office Suites)
- Excellent written, verbal, and interpersonal skills
- Excellent project management skills
- 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 is preferred

Apply

Interested applicants should provide a cover letter and resume to careers@clevelandnp.org. Salary range is \$40,000 - \$50,000.