NEIGHBORHOOD DEVELOPMENT COORDINATOR
Northwest Neighborhoods CDC

REPORTS TO: Director of Economic Development

SUMMARY:
Northwest Neighborhoods (NWN) provides comprehensive community development services to the Detroit Shoreway, Cudell and Edgewater neighborhoods on Cleveland’s near west side. Combined, the three neighborhoods have a population of 28,000 and are some of the most diverse in the city of Cleveland. The Neighborhood Development Coordinator is a critical part of the Neighborhood Services Team. This position encompasses multiple areas of focus, including tree canopy, greenspace and active transportation initiatives. As well as providing regular support to the Gordon Square Arts District-Cleveland Improvement Corporation Special Improvement District (SID), economic development and planning projects all within alignment of the organization’s mission, vision & values.

PRIMARY RESPONSIBILITIES:

- Support the work of the Gordon Square Arts District-Cleveland Improvement Corporation Special Improvement District (SID)
- Manage NWN’s pocket parks and green spaces to include vendor maintenance management and improvement projects
- Steward the implementation of the Detroit Shoreway, Cudell and Edgewater Neighborhood Tree Plan: this includes managing existing grants; overseeing tree planning and maintenance work and participating in the Ward 15 Tree Canopy Steering Committee
- Work with Economic Development Director and City of Cleveland Representatives on infrastructure and transportation-related projects
- Provide technical assistance to businesses related to economic development
- Maintain inventory of retail/commercial properties
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Bachelor’s degree in urban planning, urban studies, environmental studies or related field, or equivalent work experience
- Excellent written and oral communication skills
- Proficiency in Microsoft Word & Excel
- Ability to interface with public officials, board members and the community regarding issues & projects
- Ability to perform physical tasks such movement of equipment or materials, painting, cleaning, tree planting, etc
- Availability and willingness to work a flexible schedule including evenings and weekends as-needed
- Ability to work with people of all backgrounds (race, ethnicity, socioeconomics, gender, sexual orientation, religion, disability, etc.)
• Self-motivation and an ability to work toward objectives
• Reliable transportation
• Works well both independently and on a diverse team

PREFERRED QUALIFICATIONS:

• Experience in vendor management
• Prior experience interacting with a board of directors
• General knowledge of tree canopy and transportation principles
• Understanding of City of Cleveland departments and processes
• Ability to speak Spanish

PHYSICAL DEMANDS

The Development Associate position will involve some tasks that require performing basic maintenance tasks from time to time. Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, grasping and feeling, and the ability to lift or move objects up to 40 pounds. May require 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.

Working Conditions

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

NWN’s Commitment to Equity and Inclusion

NNCDC 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

• Annual salary of $45,000-$47,000 commensurate with experience/qualifications
• Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment
- Holiday pay including New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between December 24 and January 2.
- Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee’s contribution up to a maximum of 3% of the employee’s annual salary.
- Competitive health insurance offered with employer contribution.
- Long term disability benefits

Applications accepted on a rolling basis beginning immediately, posting will be removed as soon as position is filled.

Please e-mail cover letter and resume with the subject ‘Development Coordinator’ to Chelsey Kovar, Director of Economic Development: CKovar@nwneighborhoods.org

NO PHONE CALLS, PLEASE