

**Neighbor to Neighbor Cleveland Program**

**Greater Collinwood Development Corporation**

**Community Engagement Specialist Position Description**

**About Greater Collinwood Development Corporation (GCDC)**-. Founded in 1982 as Collinwood Villages Development, our name and service area have changed several times through the years, but our commitment to the communities we serve has remained steadfast.  Throughout the years we have constructed new homes and retail businesses along St. Clair Avenue, provided land assembly for large scale industrial projects along South Waterloo Rd., engaged residents at community and civic meetings and worked with community stakeholders to craft neighborhood plans that guided neighborhood development.  In July 2018 what was Collinwood and Nottingham Villages Development expanded its service area north to the lakefront, and now serves the communities of North Shore Collinwood, Collinwood Village/Five Points, Nottingham Village, and Euclid Green.

Greater Collinwood Development Corporation’s mission is to advance equitable and inclusive economic development, community engagement and neighborhood stabilization & revitalization strategies within the communities we serve.  To achieve these goals, GCDC focuses its work in the following key areas: real estate development, housing initiatives, community engagement programs, business support services and neighborhood planning.

**Program Background:** In partnership with Cleveland Neighborhood Progress, 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 and tax foreclosures across the city. The data is expected to guide strategic investments and interventions to achieve digital equity for Cleveland and for the most impacted Cleveland residents.

**GCDC N2N Community Engagement Specialist:** The ideal candidate is passionate about Cleveland neighborhoods and residents and has a service leadership mentality – placing the growth and well-being of people and the communities to which they belong first and foremost. The candidate should 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 though challenges they are facing.

N2N Community Engagement Specialists will report to the Economic Development Specialist at GCDC and Manager of Organizing and Community Engagement at Cleveland Neighborhood Progress (CNP). The Specialist will be located at GCDC Cleveland office and will be part of a cohort of specialists deployed across the City. The Community Engagement Specialist will focus on concentrated areas for data collection in their neighborhood that are prioritized by their CDC and CNP.

**Main roles and responsibilities include:**

* Working with the Economic Development Specialist at GCDC and CNP’s Manager of Organizing and Community Engagement to identify and determine which areas of the neighborhood to begin outreach and engagement efforts
* Building trust and developing relationships with community residents around digital access, literacy, and other quality of life issues
* Connecting residents with resources available through the City, local nonprofits, & organizations
* Recruiting, training and supervising resident community ambassadors Coordinating logistics including mapping and handout materials for ambassadors Collecting, inputting, and tracking field data from ambassador teams
* Routinely convene with the CNP Manager of Organizing and Community Engagement and as part of a cohort for peer-to- peer learning, mentorship, and assistance

**Minimum Qualifications**

* A High School diploma or GED is required; Bachelor’s degree in social work, urban planning, public affairs, communications or another related field is preferred
* 3-5 years of experience in community building, engagement, or serving clients in a social service
* Comfortable with data collection, management and reporting as well as software and technology (such as personal computers, handheld devices, Microsoft Office Suites)
* 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

**Personal Characteristics**

* Resourceful and high energy personality
* Exceptional oral and interpersonal communication skills
* Self-starter, resourceful, learner, and accountable for results
* Works independently and in a team environment

**COMPENSATION AND BENEFITS**: GCDC offers competitive compensation and benefits, including medical benefits and paid time off. GCDC is an equal opportunity employer.

Applications will be reviewed starting immediately until an appropriate candidate is identified. Resume and cover letter should be emailed to jbaker@greatercollinwood.org with the job description in the subject line.