



Job Announcement

Position Title: Neighbor to Neighbor Community Engagement Specialist
Reports to: Director of Neighborhood Planning and Engagement

Organizational Summary

Burten, Bell, Carr Development, Inc. “BBC” is not your typical development company. For over 30 years, we have invested in the fabric of underserved neighborhoods and ensure our projects align with the community’s vision. If you are interested in working for a company that is mission-driven and values respect, accountability, caring, and empathy then we invite you to apply today! To learn more about BBC, visit our website at www.bbcdevelopment.org

Program Summary

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.

Job Summary

The ideal Neighbor to Neighbor (N2N) Community Engagement Specialist 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 through challenges they are facing. N2N Community Engagement Specialist will report to the Director of Neighborhood Planning and Engagement and will be supported by senior level staff at Cleveland Neighborhood Progress (CN).

Essential Functions

- Identifying target areas of the neighborhood to begin outreach and engagement.
- Building trusting relationships with residents around digital access, literacy and other quality of life issues.
- Connecting residents with resources available through the City of Cleveland, local nonprofits, and organizations.
- Recruiting and supervising up to four (4) resident N2N ambassadors.
- Collecting, inputting, and tracking field data from resident community ambassador teams.
- Routinely convening with the CNP Manager of Organizing and Community Engagement and as part of a cohort for peer-to- peer learning, mentorship, and assistance.
- Other duties as assigned; including but not limited to supporting special projects and events.

Skills and Experience

- 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 environment.
- 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.

Compensation

Starting at \$35,000.00 annually. Full-time, exempt position with Health/Vision/Dental/Life Insurance & 401k matching.

How to Apply

Please visit www.bbcdevelopment.org or send your resume and cover letter to info@bbcdevelopment.org.

EOE