

# MORELANDS GROUP



## Tenant and Community Support Specialist

Do you have strong technical skills and a passion for Cleveland's future and the Buckeye/Shaker Square neighborhood? Join us in this meaningful opportunity to connect with the community and contribute to the future of this beloved neighborhood!

**Organization:** [Morelands Group](#) / East 66th St Services

**About Us:** The Morelands Group (MG) is expanding its team to enhance efforts in tenant justice and quality housing. MG focuses on revitalizing the residential apartment corridor near Cleveland's historic Shaker Square through tenant engagement, code compliance, and community activities. The Tenant and Community Support Specialist will report to the Morelands Group Convener and support the six MG committees while driving tenant engagement efforts.

### Key Responsibilities:

- Utilize technical skills to manage email lists, create presentations, and coordinate resources effectively.
- Promote MG activities and enhance community vitality through collaboration and advocacy.
- Assist the Convener and Committee Chairs in arranging and managing partnerships between community stakeholders and the Morelands Group.
- Manage communication channels, including social media, and oversee the preparation of written materials such as invitations and newsletters; assist in responding to inquiries.
- Research tenant resources, policies on code violations, court activities, and strategies for tenant organizing and advocacy.
- Attend all Morelands Group committee meetings, document minutes for each meeting, and, working closely with the Convener, provide support to the committee chairs.

- Inform and educate tenants about various community support and aid resources and assist with responses to tenant inquiries.
- Maintain a flexible schedule of an estimated 40 hours per week, including meeting occasional evening and weekend deadlines, and attending evening meetings and events on weekends as arranged. Applicants must provide their own transportation.

**Qualifications:**

- Minimum of an undergraduate degree or equivalent, preferably in public administration, urban planning, or a related field.
- At least one year of experience working with the public, preferably within a governmental or nonprofit agency.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel), Google applications. Experience with database management and software platforms is a plus.
- Excellent written and verbal communication skills with the ability to foster open communication within diverse groups.
- Strong knowledge of social media and basic marketing platforms.
- Ability to collaborate with stakeholders from diverse backgrounds.
- Friendly, empathetic, and engaging personality with the confidence to interact face-to-face with stakeholders.
- Detail-oriented, analytical multitasker capable of formulating practical, measurable solutions.
- Experience in community engagement or community organizing is preferred but not required.

**Compensation:**

\$46,000 - \$50,000 annually as an Independent Contractor, based on experience.

**How to Apply:** Energized by this opportunity?

Send your resume to Meg Weingart, Convener, at [morelandsgroup@gmail.com](mailto:morelandsgroup@gmail.com)

**Help us drive meaningful change in the Buckeye/Shaker Square neighborhood!**