

Community Engagement Specialist
Slavic Village Development

Job Title:	Community Engagement Specialist	Reports To:	Executive Director
Department:	Corporate	FLSA Status:	Non-Exempt
Date:	March 14, 2025	Approved By:	Executive Director

ABOUT SLAVIC VILLAGE DEVELOPMENT

Slavic Village Development (SVD) is the Community Development Corporation which serves the Broadway Slavic Village neighborhood. We are a forward-looking, service-driven organization which honors our neighborhood’s resiliency, diverse cultural heritage, and inclusiveness. We are committed to building a community defined by its high quality of life, unique identity, and healthy and active living.

We seek staff and volunteers who take pride in the cutting-edge community-building work that SVD has led for over 30 years. Our organizational culture is marked by a potent combination of hard work and fun, and we welcome applicants who have a collegial attitude and enjoy working with a team comprised of both young and seasoned staff members. SVD is an equal opportunity employer that has an inclusive and equitable working environment. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by federal, state or local law. We strongly encourage individuals of all backgrounds and cultures to consider this position.

PURPOSE

Slavic Village Development is seeking a passionate and dedicated individual to join our team to work collaboratively across our community, the city of Cleveland and stakeholders to effectively execute the strategic community engagement plan. Our ideal candidate is a highly organized team player who thrives in an environment where both resourceful creativity and proficient project management skills are essential.

Position Overview:

The Community Engagement Specialist will play a key role in developing, implementing, and fostering relationships with community members, organizations, and stakeholders. This individual will work closely with diverse populations to promote SLAVIC VILLAGE DEVELOPMENT’s programs, initiatives, and services, ensuring that all voices in the community are heard and included in our decision-making processes. The ideal candidate will have a deep understanding of community dynamics, exceptional communication skills, and a commitment to social justice.

Key Responsibilities:

- **Community Outreach and Relationship Building:**
 - Establish and maintain strong relationships with the City of Cleveland’s Department of Community Development, community leaders, residents, and partner organizations.
 - Conduct outreach efforts to inform the community about SLAVIC VILLAGE DEVELOPMENT programs, services, and initiatives.
 - Attend community events, forums, and meetings to represent SLAVIC VILLAGE DEVELOPMENT and gather feedback from residents.
- **Program Promotion and Support:**
 - Work with the program team to develop and implement strategies for increasing program participation and engagement.
 - Provide information, resources, and support to community members about available programs and services.
- **Communication and Advocacy:**
 - Serve as a liaison between the community and SLAVIC VILLAGE DEVELOPMENT to advocate for the needs and concerns of residents.



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- Develop communication materials (e.g., flyers, newsletters, social media posts) to promote community involvement and engagement.
- Data Collection and Reporting:
 - Assist in gathering qualitative and quantitative data to assess community needs and program effectiveness.
 - Prepare regular reports on community engagement efforts, participation, and feedback to inform program development and improvements.
- Collaborative Teamwork:
 - Collaborate with internal teams and external partners to organize community events, workshops, and educational sessions.
 - Support the creation and implementation of initiatives designed to foster a culture of inclusion and belonging.

Qualifications:

- Bachelor's degree in Social Work, Community Development, Public Relations, or related field (preferred).
- Minimum of 2-3 years of experience in community engagement, outreach, or a related role.
- Strong understanding of community dynamics and the social, economic, and cultural factors that impact community development.
- Excellent communication, interpersonal, and presentation skills.
- Ability to work independently and as part of a team, with a proactive approach to problem-solving.
- Familiarity with community-based organizations and local government structures.
- Ability to work flexible hours, including evenings and weekends, to accommodate community events.
- Proficiency in Microsoft Office Suite, social media platforms, and data collection tools.

WORKING CONDITIONS

- May require availability for overtime hours and weekend availability during peak periods.
- Occasional day travel to various locations including project sites and off-site meetings.

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 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 starts at \$42,000 commensurate with experience and qualifications
- Paid Time Off - Vacation: During the first calendar year of hire, employees are eligible for up to ten (10) days of paid vacation on a prorated basis after completion of ninety (90) days of continuous service. Sick days: employees receive up to 7 paid sick days per calendar year to full time employees unable to work due to illness or need for medical treatment.
- Paid holidays include New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day, plus days between December 24th and January 1st.
- 403 (b) plan— Employer contributes 3% (discretionary) of gross income and an additional .5% for every 1% contributed by the employee, up to an additional 2% maximum by Slavic Village Development. This benefit takes effect the 1st of the month following one year of service.

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- Competitive health and dental insurance, with 100% of premiums for base plan paid by SVD. Employees may choose additional coverage by paying for the additional premium cost.
- Professional development opportunities and remote work are also available to employees.

Applications should include:

1. Cover Letter with available start date
2. Resume
3. A writing sample solely authored by the candidate that may be relevant to this position
4. An example of online, social media, or print marketing material solely authored by the candidate

Please email or mail cover letter and resume to:

Shauna Sanders, Executive Director
Slavic Village Development
5620 Broadway Avenue, Suite 200
Cleveland, Ohio 44127
shaunas@slavicvillage.org