

**Community Engagement Specialist**  
**Westown Community Development Corporation**

<b>Job Title:</b>	Community Engagement Specialist	<b>Reports To:</b>	Executive Director
		<b>FLSA Status:</b>	Non-Exempt

**ABOUT WESTOWN COMMUNITY DEVELOPMENT (WCDC)**

WCDC is the Community Development Corporation which serves the Westown Neighborhood. We are a forward looking, service-driven organization which supports our residents, business owners and stakeholders. We are committed to building and supporting a community that values affordable housing, viable business districts, its historic districts, and unique identity.

We seek staff and volunteers who take pride in community-building work that WCDC has led for 30 years. Our organizational culture is comprised of diverse and seasoned community development professionals that rely on team work and cross training to provide optimal strategic and successful problem solving and responses to challenges. We work in a fast paced environment and welcome applicants who have a teamwork approach to the workplace and enjoy working with a team comprised of goal and results driven staff members. WCDC 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**

WCDC is seeking a professional, passionate and dedicated individual to join our team to work collaboratively across our community, the city of Cleveland and stakeholders to effectively execute community engagement based on specific written goals, project deliverables and results. 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 WCDC special programs and core services supporting housing and small business stabilization and ensuring that community voices are heard and included in our decision-making processes. Special Programs include the Lorain Station Streetscape Project; Annual Arts & Culture Programming, Digital Inclusion and Training Events led by our partnership with Asc3 Digital Learning Center at 9926 Lorain Avenue;

The ideal candidate will have Key Responsibilities:

- Community Outreach and Relationship Building:
- Establish and maintain strong relationships with the City of Cleveland's Department of Community Development, residents, and partner organizations.
- Conduct outreach efforts to inform the community about WCDC programs, services, and initiatives.
- Attend community events, forums, and meetings to represent WCDC 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 WCDC to advocate for

**Community Engagement Specialist**  
**Westown Community Development Corporation**

- Needs and concerns of residents.
- 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: o Collaborate with internal teams and external partners to organize community events, workshops, and educational sessions.
  - Support the creation and implementation of initiatives designed to support a culture of inclusion and belonging.
- **Regular reporting requirements.**

**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 (word Xcel, power point), social media platforms, digital marketing application such as adobe pro or CANVA, and data collection tools.
- Must have current driver's license and transportation

**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 \$48,000 commensurate with experience and qualifications
- Vacation /Paid Time Off- (PTO) during the first calendar year of hire, employees are eligible for (5) days of paid vacation
- Full Time Equivalent Employees are eligible for the following paid vacation days after (1) calendar year of employment;
  - Year 2: 7 Days; Year 3 9 days; Year 4 -11 days; year 5- 15 days; year 6 17 day and 2to 3 additional days per year capped at 25 days per year at year 10;
  - Paid holidays include New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving; Plus days between December 24<sup>th</sup> and January 1<sup>st</sup>.

## **Community Engagement Specialist**

### **Westown Community Development Corporation**

- 403 (b) plan— Employer contributes up to 5% (discretionary) maximum of gross income that is contributed by the employee, this benefit takes place after 6 months of continued services.
- \$500.00 per month benefit for health insurance premium cost coverage plan to be selected by employee.

#### **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/s of online social media, or print marketing material solely authored by the candidate

**NO PHONE CALLS-** Please email or mail cover letter and resume to:

Rose A. Zitiello , Executive Director WCDC  
9926 Lorain Avenue (UP)  
Cleveland, Ohio 44102  
info@westowncdc.org

For information on current programs and stakeholders see:

**NEO Now "Westown CDC", ( episode 8/25)**

<https://www.youtube.com/watch?v=dOINXlj1Ve8>

**Current neighborhood planning documents:** <https://westowncdc.org/>