

Jefferson-Puritas West Park CDC

formerly the Bellaire-Puritas Development Corporation



14703 Puritas Avenue, Cleveland, OH 44135 | tel. 216-671-2710 | fax. 216-671-9868 | www.jeffersonpuritas.org

Event and Engagement Coordinator

The Jefferson-Puritas West Park Community Development Corporation (Jefferson-Puritas) is the non-profit community development organization serving the Jefferson and Bellaire-Puritas neighborhoods in West Park. Our goal is to work with residents, businesses, and stakeholders to build a stronger, more resilient, and more vibrant West Park each day.

Our agency has four main areas of service: Community Development, Community Engagement, Senior and Neighborhood Services, Youth Development.

Position Summary:

The Event and Engagement Coordinator reports to the Community Services and Neighborhood Services Coordinator. The event and engagement coordinator is responsible for bringing residents and stakeholders together in the Jefferson and Bellaire-Puritas neighborhoods to work collaboratively on creating positive changes in the community and building neighborhood leadership while strengthening the relationship between JPWPCDC and the community. This position is also responsible for planning, coordinating, and managing neighborhood events for the residents in the neighborhood, as well as assisting with events that bring people into the community. The ideal candidate will have a passion for community service and engagement and will have the ability to build and maintain positive relationships.

The Event and Engagement Coordinator will be responsible for overseeing the following activities:

Primary Duties and Responsibilities:

Engagement Activities:

- Identify community needs and interests to develop engagement strategies that reflect that reflect the community's needs.
- Assist in developing and managing community engagement initiatives, programs, and events.
- Coordinate with internal teams and external partners to execute community programs.
- Hold quarterly resident meetings for the 5 sub-neighborhoods that comprise the Jefferson and Bellaire-Puritas areas.
- Create a summer walking series for the neighborhood.
- Identify, cultivate, and develop neighborhood leaders.
- Establish and maintain collaborative relationships with other non-profit organizations, governmental agencies, elected officials, neighborhood institutions, and other key stakeholders.
- Assist identified resident groups by facilitating, guiding, and supporting their efforts in achieving goals set by the group.
- Assist resident groups with their grant applications and fiscal agent needs and assist with agency grant applications pertaining to engagement activities.

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- Support community development staff with project-specific engagement in the areas of housing development, commercial development, public art, and planning to ensure that the residents' and stakeholders' voices help guide JPWP's community development activities.
- Represent JPWPCDC at neighborhood and citywide meetings.
- Participate in the City of Cleveland's 1st Police District's Community Relations Committee and act a liaison between the residents and the Cleveland Police.
- Track and report community engagement metrics and outcomes.
- Maintain accurate records of community interactions and engagement activities.

Event Planning and Coordination:

- Plan, organize, and execute events and activities with the assistance of the Community Engagement and Neighborhood Services Director.
- Work with neighborhood partners and stakeholders on joint community events.
- Coordinate event logistics, including venue booking, promotion, registration, and volunteer management.
- Monitor and evaluate the success of events and adjust future planning as needed.
- Coordinate JPWPCDC's annual events, including our annual summit. Assist staff with program-specific events as needed (restaurant week, home repair workshop, etc.).
- Hold community-wide workshops throughout the year (gardening, composting, birding, etc.)

Communication:

- Maintain a community engagement and volunteer database.
- Maintain communication with the community through written communication, monthly eblasts, and weekly social media posts.

Other duties as assigned by Executive Director or Community Engagement and Neighborhood Services Director.

Qualifications:

High School Diploma required, along with 2-4 years of experience in community engagement, outreach, event planning, or related field. A college degree is preferred. Must have a valid driver's license and reliable transportation.

Skills:

Strong interpersonal and communication skills. Ability to work well with diverse populations. Excellent organizational skills and the ability to manage multiple projects simultaneously. Creative and strategic thinking abilities. Proficiency in Microsoft Office Suite, Canva and social media platforms. CRM experience is preferred. Ability to work independently and part of a team.

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Work Environment: This position requires you to work both in an office setting and within the community. Local travel will be required to attend meetings, events, and outreach activities. Flexibility to work evenings and weekends as required for meetings and events.

Please email or mail cover letter and resume to:

Melissa Miller Sedlock
Jefferson-Puritas West Park Community Development Corporation
14703 Puritas Avenue
Cleveland, Ohio 44135

Email: m.millersedlock@jeffersonpuritas.org

Applications will be accepted until the position is filled.

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