Community Engagement Specialist
Slavic Village Development
Position Description

Job Title:	Community Engagement Specialist	Reports To:	Director of Community Building
Department:	Community Building	FLSA Status:	Exempt
Date:	July 2021	Approved By:	

PURPOSE
Slavic Village Development (SVD) is seeking an energetic and team-oriented candidate for the full-time position of Community Engagement Specialist who will manage the "Neighbor to Neighbor Cleveland Program" in the Broadway Slavic Village neighborhood. The goal of the program is to collect high-quality household-level, neighborhood-wide information on digital and broadband access in conjunction with similar work taking place in other Cleveland neighborhoods in partnership with Cleveland Neighborhood Progress (CNP).

The Community Engagement Specialist will also manage up to three part-time Community Ambassadors—residents who will work with the Specialist to canvass their neighbors. This work will be accomplished within the context of SVD's regionally-recognized community building, youth development, household stability, and equity-building programs. The ideal candidate is an energetic, outgoing, and organized person who is committed to building wealth and stability for Cleveland's most diverse neighborhood.

ESSENTIAL JOB FUNCTIONS
1. Work with the SVD Director of Community Building and CNP's Manager of Organizing and Community Engagement to select target areas of data collection.
2. Hire, orient, and support Community Ambassadors.
3. Organize and manage surveying and data collection, including but not limited to door-to-door canvassing, tabling at events, social media, and other forms of outreach.
4. Build connections between residents and institutions to increase collaboration and build community to benefit the neighborhood.
5. Convene with CNP Manager of Organizing and Community Engagement as part of a cohort for peer-to-peer learning, mentorship, and assistance.
6. All other duties as assigned by Director of Community Building

ADDITIONAL DUTIES AND RESPONSIBILITIES
1. Works with SVD Housing Stability staff to help homeowners, renters, and landlords understand various housing programs and resources available to correct code violations and address housing issues.
2. Assumes additional responsibilities and performs special projects as needed or directed

REQUIRED QUALIFICATIONS
Education, Training and/or Experience
A high school diploma or GED is required with a Bachelor's Degree and 2-5 years in community building and engagement is preferred. However, other experiences will be taken into consideration.

Knowledge, Skills, Abilities and Personal Characteristics
1. Desire to build a working knowledge of community development construction and rehabilitation procedures.
2. Ability to communicate with all levels.
3. Strong ability to work with diverse groups of stakeholders, including neighborhood residents, representatives of community-based organization, community leaders and public officials.
4. Strong interpersonal and writing skills; highly organized with attention to detail; demonstrated capacity to manage multiple projects and meet deadlines.
5. Ability to deviate from standardized work and established procedures to resolve special problems.
6. Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
7. Basic math skills (addition, subtraction, multiplication, and division).
8. Computer skills; data entry and spreadsheet software capabilities.

9. Ability to operate standard office equipment and follow office procedures.
10. Able to work independently with minimal supervision.
11. Strong attention to detail; ability to perform duties with a high level of accuracy.

Certifications, Licenses, Registrations
None

PHYSICAL DEMANDS
- Ability to operate a computer and keyboard.
- Ability to operate a motor vehicle or equipment.
- Ability to analyze and assess scope of work for rehabilitation.
- May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds.
- May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS
- May require availability for overtime hours during peak periods.
- Occasional day travel to various locations including project sites and off-site meetings.
- Exposure to inside and outside environmental conditions.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Slavic Village Development. 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 that may be inherent in a job, 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 of $38,000 to $40,000, commensurate with experience and qualifications
- 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.   After 5 years, employees receive 15 vacation days; 10 years = 20 days. Employees are also entitled to two (2) additional personal days.
- 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. Sick days may not be carried into future years.
- Paid holidays include New Year's Day, Martin Luther King Day, Memorial Day, 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.
- Competitive health and dental insurance, with full premiums paid by Employer

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Please email or mail cover letter and resume to:

Susan Gordon, Director of Community Building
Slavic Village Development
5620 Broadway Avenue, Suite 200
Cleveland, Ohio 44127

Email: susang@slavicvillage.org

Applications will be accepted until the position is filled.

ORGANIZATIONAL DESCRIPTION

Slavic Village Development is the Community Development Corporation which serves the Broadway Slavic Village, a five-square mile neighborhood of 22,000 Clevelanders. 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. SVD is an equal-opportunity employer.

We seek and attract staff members and volunteers who take pride in the cutting-edge community-building work that SVD has led for over 30 years. In particular, the housing development program has been a longtime source of pride for SVD, is a leader among CDCs throughout the country, and has been covered by international media. 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 deeply experienced staff members.