

Neighborhood Sustainability Officer

Slavic Village Development

Position Description

Job Title:	Neighborhood Sustainability Officer	Reports To:	Executive Director
Department:	Neighborhood Development	FLSA Status:	Exempt
Date:	January 2022	Approved By:	

PURPOSE

The Neighborhood Sustainability Officer oversees projects and programs that positively and sustainably impact the built environment. Their work will focus on greenspace and trail development, green infrastructure, public art initiatives, community gardens, and other aspects of the built neighborhood that contribute to a high quality of life. While their work is not directly related to residential and commercial development, the Neighborhood Sustainability Officer is expected to collaborate with the Director of Housing Development, the Director of Business Development, and other members of the development team within SVD. This staff person will also collaborate with the City of Cleveland, Cleveland Metroparks, NEORS, and other organizations and government entities to leverage investments made in the Broadway Slavic Village neighborhood to ensure that they meet the goals of SVD's neighborhood plans and strategic plan.

SVD is currently using the EcoDistricts Protocol to develop goals and metrics that will guide SVD's work towards making the neighborhood become more equitable, resilient, and contribute to climate protection. The Neighborhood Sustainability Officer will be critical to completing the Slavic Village EcoDistrict Plan, and then to use this plan to work with the neighborhood, SVD staff, and consultants to develop a neighborhood-wide master plan.

Coordinates with Executive Director, Director of Residential Development, Director of Business Development, and Director of Neighborhood Stabilization.

ESSENTIAL JOB FUNCTIONS

Complete Slavic Village EcoDistrict Plan

- Collaborate with other staff and consultant to develop "Roadmap"
- Solicit public input and guidance to direct Plan
- Implement Plan and use this to guide neighborhood master plan

Develop Neighborhood Master Plan

- Organize the development of a master plan
- Organize and direct the public input process

Oversee Special Projects- Work with residents and stakeholders on neighborhood-directed projects to improve quality of life, including but not limited to:

- Public Art
- Multi-modal transportation
- Traffic calming
- Community Gardens
- Green Infrastructure
- Habitat and Open Space
- Brownfield and vacant land reclamation
- Land bank application approval

Collaborate with and inform regional development projects that impact Broadway Slavic Village

Oversee Habitat and Open Space Restoration and Maintenance Projects



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ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assumes additional responsibilities and performs special projects as needed or directed
- Completes mass mailings and communications for committee or organizational requirements.
- Prepares funding proposals and grant reports in accordance with established procedures

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

Master's Degree or up to five years of experience community development or environmental planning preferred, but other experiences will be taken into consideration.

Knowledge, Skills, Abilities and Personal Characteristics

- Working knowledge of sustainable practices and urban planning
- Ability to communicate with all levels.
- Ability to deviate from standardized work and established procedures to resolve special problems.
- Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
- Basic math skills (addition, subtraction, multiplication, and division).
- Computer skills; data entry and spreadsheet software capabilities.
- Ability to operate standard office equipment and follow office procedures.
- Able to work independently with minimal supervision.
- Strong attention to detail; ability to perform duties with a high level of accuracy.

PHYSICAL DEMANDS

- Ability to operate a computer, keyboard and digital camera.
- 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.



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COMPENSATION

- Annual salary of \$40,000 to \$47,000, 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

Please email or mail cover letter and resume by FRIDAY, February 18, 2022 at 5 p.m. to:

Christopher Alvarado, Executive Director
Slavic Village Development
5620 Broadway Avenue, Suite 200
Cleveland, Ohio 44127

Email: chrisa@slavicvillage.org

ORGANIZATIONAL DESCRIPTION

Slavic Village Development is the Community Development Corporation which serves 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.

We seek and attract staff members and volunteers who take pride in the cutting-edge community-building work that SVD has led for over 40 years. SVD has been a leader in integrating environmental restoration practices and sustainable transportation in dense urban environments. 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.

