

**SLAVIC VILLAGE DEVELOPMENT  
POSITION DESCRIPTION  
Greenspace Support Coordinator**

<b>Job Title:</b>	Greenspace Coordinator	<b>Reports To:</b>	Neighborhood Sustainability Officer
<b>Department:</b>	Organizing	<b>FLSA Status:</b>	Non Exempt
<b>Date:</b>	May 1, 2022	<b>Approved By:</b>	Executive Director

**Overview**

Slavic Village Development (SVD) is seeking a highly motivated individual who will assist with green infrastructure and maintenance: Including mowing vacant lots, clean-ups, volunteer events, dumping, community gardens and other greenspace support work. This is a part-time position averaging 20 hours per week. This individual will report directly to the Neighborhood Sustainability Officer.

Residents of Cleveland and the Slavic Village neighborhood are strongly encouraged to apply.

**General Project Description**

The Greenspace Coordinator will cut vacant lots, track and report clean-ups, dumping and graffiti, Additionally, this person will coordinate volunteer projects and volunteer clean-ups with our residents and in partnership with other organizations.

**Requirements**

The ideal candidate is self-motivated, highly organized, and knowledgeable as well as passionate about urban communities. Additionally, the applicant must enjoy a fast-paced environment, working with like-minded individuals, and must be comfortable with a diverse array of community members. Ideal candidates must enjoy working both indoor and outside. Candidate must have a vehicle that can be used to haul equipment and possible debris and have proof of insurance.

**ESSENTIAL JOB FUNCTIONS**

- Mow and clean vacant lots
  - During winter months – snow plow and shovel for seniors
- Coordinate and assist with neighborhood cleanups, coordinate other volunteer projects, spot cleanups in response to illegal dumping, assist with greening projects and neighborhood gardens
- Track and report clean-up via spreadsheets and CDBG reporting
- Recruit resident volunteers while also coordinating schedules and supplies
- Manage Court Community Service in the neighborhood
- Assist Director of Community Building and the Neighborhood Sustainability Officer
- Other duties as assigned

**REQUIRED QUALIFICATIONS**

**Education, Training and/or Experience**

High school diploma or equivalent professional and life experience, with a preference for 0-5 years in community development or other non-profit organizational work

**Knowledge, Skills, Abilities and Personal Characteristics**

1. Knowledge, passion and support for community and community beautification
2. Highly effective relationship builder
3. Ability and comfort of working both on a team and independently
4. Ability to communicate with all levels: talking in large groups, facilitating meetings, and communicating effectively one-on-one with cultural sensitivity
5. Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
6. Computer skills: data entry, spreadsheet software capabilities, use of Microsoft teams
7. Ability to operate standard office equipment and follow office procedures.
8. Able to work independently with minimal supervision.
9. Strong attention to detail; ability to perform duties with a high level of accuracy.



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**Certifications, Licenses, Registrations**

- Valid driver's license for State of Ohio
- Proof of Insurance
- Vehicle Title and Registration

**PHYSICAL DEMANDS**

- Ability to operate a computer and keyboard.
- Requires the ability to lift or move objects up to 75 pounds.

**WORKING CONDITIONS**

- High proportion of work is out of the office in community scanning the neighborhood.
- May require work on evenings and weekends.
- 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**

- \$20/hour averaging 20 hours/ week
- Mileage reimbursement at \$.40/mile

**HOST ORGANIZATIONAL DESCRIPTION**

The position will be based at the 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.

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. 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. 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.

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**PLEASE EMAIL OR MAIL COVER LETTER AND RESUME TO:**

Krystal Sierra, Neighborhood Sustainability Officer  
Slavic Village Development  
5620 Broadway Avenue, Suite 200  
Cleveland, Ohio 44127  
216-429-1182 x.104

Email: [krystals@slavicvillage.org](mailto:krystals@slavicvillage.org)

Deadline to apply is April 15, 2022