



MidTown Cleveland, Inc.
Job Description
AsiaTown Community Organizer

Position Overview: MidTown Cleveland, Inc. is seeking a dynamic and self-motivated individual to join our team as a part-time AsiaTown Community Organizer. In partnership with AsiaTown community stakeholders and our AsiaTown Project Manager, the AsiaTown Community Organizer will lead outreach efforts to meet, engage, and build relationships with residents in and around AsiaTown. The Community Organizer will work with residents to build a stronger community, assessing and developing tools for better connection and informing our strategy around AsiaTown engagement and programming.

Job responsibilities. The candidate must have the skills and experience to perform the following duties.

- Build a network of residents by identifying and recruiting leaders from the neighborhood through assessing individuals' self-interests, values, resources, and leadership, and working to uncover shared interests and needs among residents
 - Empower resident leaders to take action on issues and engage them in the process of creating objectives, strategies, and tactics together
 - Recommend and develop programs based on resident needs to connect the community, including a suite of resident services
 - Implement community network building strategies in AsiaTown to increase resident engagement, foster a sense of co-investment between neighborhood stakeholder groups, connect residents to opportunities using an asset based approach, establish an inclusive neighborhood culture, create events that engage residents meaningfully, and empower residents to drive the future of their neighborhood
 - Engage residents in citywide neighborhood efforts, such as Healthy Homes Lead Safe initiatives
 - Build relationships with neighboring community development corporations, City Councilpersons, the City of Cleveland Asian Liaison, and other AAPI organizations to facilitate a broader pool of residents and organizations to communicate about events and opportunities in AsiaTown
 - Represent MTC and AsiaTown at neighborhood and citywide meetings as needed
 - Coordinate with the AsiaTown Project Manager on a variety of community and economic development projects, bringing resident voices and engagement to the process
 - Provide interpretation and translation as necessary in meetings and of documents
 - As appropriate, connect AsiaTown businesses, stakeholders, and residents to MidTown Cleveland staff and other community resources to help them grow and thrive
 - Perform other duties as assigned

PRIMARILY INTERFACES WITH: MidTown Cleveland, Inc. staff, community stakeholders, public officials and residents. Reports to MidTown's AsiaTown Project Manager.

QUALIFICATIONS

Education and Experience

- Undergraduate degree in a relevant field of social sciences (e.g., social work, community organizing, anthropology, or psychology) or minimum two years of professional work experience in community organizing or engagement
- Experience and comfort working with and communicating effectively with people from diverse racial, ethnic, and socioeconomic backgrounds, including Asian American Pacific Islander populations
- Fluent in English and either Cantonese or Mandarin with verbal fluency; ability to provide written translation a plus
- Knowledge of MS Office, Salesforce, and Adobe suite
- Graphic design experience a plus

Personal Characteristics

- Strong written, oral, and interpersonal communication skills
- Ability to build relationships and trust with a diverse range of audiences
- Self-starter, resourceful, learner, networker and accountable for results
- Excellent time management and ability to manage and execute multiple projects across multiple disciplines
- Creative approaches toward problem solving, community engagement and communications
- Works independently and in a team environment

COMPENSATION AND BENEFITS: MidTown offers competitive compensation and benefits. MidTown is an equal opportunity employer. This is a part time position requiring approximately 20 hours per week, including some evening and weekend hours.

Applications will be reviewed starting immediately until an appropriate candidate is identified. Resume and cover letter stating salary requirements should be emailed to ckelly@midtowncleveland.org with the job description in the subject line.

About MidTown. MidTown Cleveland, Inc. (MTC) is a dynamic and high performing 501(c)(3) economic and community development corporation whose mission is to leverage the diverse assets in the area to develop a dynamic neighborhood that unites the city's downtown and innovation districts. MTC has seen remarkable growth and transformation over the past several years as more businesses, nonprofits, residents, and institutions move to the neighborhood, stimulating development and helping change the area from a pass-through to a place. More information on MTC is available at www.midtowncleveland.org.

About AsiaTown. Cleveland's AsiaTown draws thousands of visitors regionally for its dining, business and cultural amenities. One of the most physically intact Chinatowns in the Midwest, Cleveland's AsiaTown is an asset for the City of Cleveland. Opportunities abound for main street development, placemaking, arts & culture, economic development, tourism and marketing. While the majority of Asian residents are Chinese American, the business community represents a diverse subset of Asian ethnicities, and the total population in the AsiaTown is one of the most racially diverse on the east side. With the addition of staff focused solely on the neighborhood, MTC will be able to support the growth of an already dynamic neighborhood.