



**MidTown Cleveland, Inc. and Asian Services in Action  
Job Description  
AsiaTown Community Organizer**

**About AsiaTown.** Cleveland’s AsiaTown draws thousands of visitors regionally as a cultural hub for the Asian and Asian American Pacific Islander (AAPI) community and represents one of the most racially diverse residential neighborhoods in the City of Cleveland. In 2020, the AsiaTown team completed a strategic vision for the neighborhood, which culminated in the theme, “We’re growing home,” signifying the collective spirit of the community building a safer home together, promoting AsiaTown as a welcoming place for immigrants and new Americans, a place where Asian culture can be upheld and celebrated. Through public art, main street development, neighborhood marketing, small business support, and resident-organized projects, the AsiaTown team aims to support AsiaTown’s growth as a welcoming neighborhood that can be a cultural beacon for Asian and AAPI communities in the region and where its diversity of residents can thrive together. See more information at [www.asiatowncleveland.org](http://www.asiatowncleveland.org).

**Position Overview:** The AsiaTown Community Organizer will lead MidTown Cleveland, Inc. (MTC) and Asian Services in Action, Inc.’s (ASIA) outreach efforts to meet, engage, and build relationships in and around the AsiaTown neighborhood and with the AAPI immigrant community in Cleveland. In partnership with AsiaTown community stakeholders and our AsiaTown team at MTC, and ASIA, 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. The Community Organizer will also support advocacy efforts and facilitate connections with the health and social services at Asian Services in Action, Inc. This position requires flexibility to work some evenings and weekends.

**Vision for Ideal Candidate:** The ideal candidate demonstrates high emotional intelligence, shows an interest in serving the unique needs of a working-class immigrant community through an asset-based approach, and is passionate about building community power. The ideal candidate is interested in embedding racial justice, equity, and inclusion in this work and is interested in building bridges across racial, ethnic, and socioeconomic difference. The ideal candidate shows patience, problem solving skills, and care for the community.

**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

- Conduct needs assessments and/or surveys to determine resident needs, connect to programs, or help develop a suite of resident services, as appropriate.
- Engage and educate the AsiaTown community about the programs and services offered by ASIA, including ASIA's International Community Health Center (IHC).
- 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 the Healthy Homes Lead Safe initiative, Neighbor to Neighbor program, and ASIA's Fire Prevention and Safety initiatives
- Build relationships with neighboring community development corporations, elected officials, City of Cleveland staff, and other AAPI organizations to advocate for issues of importance to the AAPI community and AsiaTown residents.
- Represent the AsiaTown neighborhood at citywide meetings as needed
- Coordinate with the Director of AsiaTown Initiatives 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, ASIA staff, residents, community stakeholders, and public officials. Reports to MidTown's Director of AsiaTown Initiatives and ASIA's Chief Executive Officer.

## QUALIFICATIONS

### Education and Experience

- Undergraduate degree in social work, community organizing, anthropology, related social sciences, or a minimum of two years of related field or work experience in community organizing or engagement. Masters in social work a plus.
- Experience and comfort working with and communicating effectively with people from diverse racial, ethnic, and socioeconomic backgrounds, including Asian American Pacific Islander populations
- Verbal fluency in English and either Cantonese, Mandarin, Korean, or Vietnamese required; ability to provide written translation a plus
- Fluency in social media platforms, including WeChat, Instagram, Twitter, and Facebook
- Knowledge of Microsoft Office and Adobe suite
- Graphic design experience a plus

### Personal Characteristics

- Strong written, oral, and interpersonal communication skills
- Demonstrated 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 in approaches toward problem solving, community engagement and communications
- Works independently and in a team environment

**COMPENSATION AND BENEFITS:** MidTown offers competitive compensation and benefits, including a professional development stipend, retirement options, medical benefits, and paid time off. The salary range for this position is \$35,000-\$38,000 plus benefits. MidTown is an equal opportunity employer.

Applications will be reviewed starting immediately until an appropriate candidate is identified. Resume and cover letter should be emailed to [ktzeng@midtowncleveland.org](mailto:ktzeng@midtowncleveland.org). Cover letter should respond to the candidate's interest in serving the AsiaTown neighborhood.

**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 dynamic neighborhoods in MidTown, Hough, and AsiaTown. 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. MTC aspires to create a model equitable neighborhood, with strategies to ensure that all people benefit from and shape our neighborhood's growth and change, particularly historically marginalized people of color. More information on MTC is available at [www.midtowncleveland.org](http://www.midtowncleveland.org).

**About Asian Services in Action.** Asian Services in Action, Inc. (ASIA) was founded in 1995 by four Asian immigrant women who sought to improve the quality of life for Asians in Northeast Ohio. ASIA is the largest comprehensive health and social services 501(c)(3) organization serving over 58,000 Asian American, Pacific Islander (AAPI) immigrant, refugee, and other communities in the State of Ohio. Through three offices in Cleveland and Akron, Ohio, ASIA provides culturally and linguistically appropriate resources to ensure effective programming that addresses the needs of the community. The organization serves as the leading advocacy voice for Ohio's AAPIs, working in partnership with other Ohio AAPI ethnic, volunteer-based, and social organizations. Visit [www.asiaohio.org](http://www.asiaohio.org) for more information.