



**Neighbor to Neighbor Cleveland Program
MidTown Community Engagement Specialist
Position Description**

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. 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.

Program Background: In partnership with Cleveland Neighborhood Progress, The Neighbor to Neighbor Cleveland Program (N2N) – a Cleveland Community Engagement and Data Collection Project - is designed to build community engagement and organizing capacity across Cleveland neighborhoods, as well as create a platform for collecting granular community-level data on the digital divide and tax foreclosures across the city. The data is expected to guide strategic investments and interventions to achieve digital equity for Cleveland and for the most impacted Cleveland residents.

MTC N2N Community Engagement Specialist: The ideal candidate is passionate about Cleveland neighborhoods, its residents and has a service leadership and community organizing mentality – placing the growth and well-being of people and the communities to which they belong first and foremost. The candidate should be a problem-solver, good listener, and patient. This person should also enjoy developing and managing relationships, working with diverse groups of people, and helping residents work through challenges they are facing.

N2N Community Engagement Specialists will report to the VP of Community Development at MidTown and Manager of Organizing and Community Engagement at Cleveland Neighborhood Progress (CNP). The Specialist will be located at MidTown Cleveland office and will be part of a cohort of specialists deployed across the City. The Community Engagement Specialist will focus on concentrated areas for data collection in their neighborhood that are prioritized by their CDC and CNP and serve as the team coordinator of two part-time resident community ambassadors to assist with data collection and canvassing.

Main roles and responsibilities include:

- Working with the VP of Community Development at MidTown and CNP’s Manager of Organizing and Community Engagement to identify and determine which areas of the neighborhood to begin outreach and engagement efforts
- Recruiting, coordinating, and managing a team of part-time resident community ambassadors to assist with data collection and canvassing
- Building trust and developing relationships on the ground with community residents around digital access, digital literacy, and other quality of life issues
- Connecting residents with resources available through the City, local nonprofits & other organizations
- Coordinating logistics including mapping and handout materials for ambassadors

- Collecting, inputting, and tracking field data from ambassador teams
- Routinely convene with the CNP Manager of Organizing and Community Engagement and as part of a cohort for peer-to- peer learning, mentorship, and assistance

Minimum Qualifications

- A High School diploma or GED is required; Bachelor's degree in social work, urban planning, public affairs, communications or another related field is preferred
- 3-5 years of experience in community building, engagement, or serving clients in a social service
- Comfortable with data collection, management and reporting as well as software and technology (such as personal computers, handheld devices, Microsoft Office Suites)
- Ability to work independently and as part of a cohort/collaborative team
- A valid State of Ohio Driver's License is required
- Reliable transportation to conduct field surveys is preferred

Personal Characteristics

- Resourceful and high energy personality
- Exceptional oral and interpersonal communication skills
- Detail-oriented with an interest in organizing data
- Self-starter, resourceful, learner, and accountable for results
- Works independently and in a team environment

COMPENSATION AND BENEFITS: The Neighbor to Neighbor Community Engagement Specialist has a salary range of \$38,000-\$42,000 based on experience and qualifications. MidTown offers full benefits, including medical benefits, paid time off and retirement options. 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 kstewart@midtowncleveland.org with the job description in the subject line.