

FutureHeights

Community Building Programs Intern

The Community Building Programs intern works with FutureHeights staff to identify and leverage the assets of Cleveland Heights and University Heights by empowering neighborhood leaders to work together to solve problems. Our vision is to create vibrant, resilient neighborhoods through grassroots resident participation in civic life. Drawing on and activating the power of people and the strengths of neighborhoods allows us to be better equipped to tackle problems in our physical and social environment.

FutureHeights is a nonprofit community development organization whose mission is to facilitate a vibrant, sustainable future for Cleveland Heights and University Heights. We do this through promoting economic and social development in collaboration with residents, businesses and stakeholders. We renovate distressed houses, engage in neighborhood place making, offer neighborhood grants and leadership programs, publish the Heights Observer, host public forums and speakers, promote local businesses, and host special events that showcase the strengths of our community. We also act as fiscal agents for several neighborhood-based groups.

The Community-Building Programs intern is a part-time position reporting to the Executive Director. The individual will help to coordinate several community-building programs at FutureHeights, including the Neighborhood Mini-Grants, Neighborhood Leadership Workshop Series, and Crowdsourced Conversations.

Essential Functions

Neighborhood Leadership Workshop Series

- Work with FH staff to plan and implement a series of workshops to train neighborhood leaders.
- Work with the Executive Director to create the agenda, select consultants, and facilitate the sessions.
- Work with the city of Cleveland Heights, neighborhood organizations, and other stakeholders to recruit a cohort of approximately 15 participants each year from across various neighborhoods.
- Conduct outreach to Cleveland Heights' diverse population groups.
- Provide ongoing support to workshop participants to help them become effective leaders.
- Work with FH staff to submit a final report assessing all aspects of the event including recommendations for future Neighborhood Leadership Workshops.

Neighborhood Mini-Grants Program

- Work with the Executive Director to coordinate the application process, including organizing the grant-making committee that will interview applicants and make funding recommendations.
- Monitor awardees' progress, facilitate grant fund distribution and reporting, and organize an annual Neighborhood Mini-Grants Celebration Event.
- Submit a final report assessing all aspects of the event including recommendations for the program.

Crowdsourced Conversations

- In collaboration with staff, plan and implement a discussion series on topics selected by the community.

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- Work with the city of Cleveland Heights, University Heights, neighborhood organizations, and other stakeholders to survey and recruit participation from diverse groups across various neighborhoods.
- Submit a final report assessing all aspects of the event including recommendations for future crowdsourced conversation events.

Qualifications

- Strong written and verbal communication skills, ability to work under deadlines, analytical skills, and organizational skills.
- Experience working with volunteers and the general public, and a respect and belief in the power of residents and their ability to create positive change.
- Ability to work evenings and weekends as needed.

Compensation: Stipend. Academic credit possible.

Timeline: Spring/summer 2025 or flexible.

Physical Demands and Scheduling Requirements

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to ten pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, and preparing and analyzing written or computer data. Availability for extended hours during peak periods and attendance at evening and weekend meetings. Exposure to inside and outside environmental conditions.

Equal Opportunity Employer

FutureHeights is an Equal Opportunity Employer. We do not discriminate on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation.

To apply, please send a resume and cover letter to Lee Chilcote at lchilcote@futureheights.org.