



## **METRO WEST COMMUNITY DEVELOPMENT ORGANIZATION**

Metro West Community Development Organization (MWCDO) is a non-profit community development corporation located on the southwest side of Cleveland, serving the Stockyard, Clark-Fulton, and Brooklyn Centre neighborhoods. MWCDO's mission is to revitalize our neighborhoods, celebrate our history, and strengthen collaboration, diversity and redevelopment.

### **JOB DESCRIPTION**

**Position:** Community Involvement Intern

**Location:** 3167 Fulton Road, Suite 303, Cleveland OH 44109

**Status:** Part-time, 10-15 hours per week

**Salary:** Stipend

**Duration:** Fall Semester 2018

**Reports To:** Director of Community Involvement

**Responsibilities:**

- Connect residents with programs, activities, and services available through MWCDO
- Encourage resident participation in neighborhood clean-ups and beautification projects
- Help increase business representation in block club meetings
- Help promote neighborhood events and community meetings
- Engage residents in discussions of future development and land use
- Recruit candidates to participate in Community Advisory Council
- Work with Hispanic Business Center to organize and promote neighborhood events
- Perform all other duties as assigned

**Qualifications:**

- Currently enrolled in Bachelor's degree program or higher
- Passion for community engagement and willingness to learn
- Strong written and verbal skills
- Ability to work independently and creatively
- Ability to speak Spanish preferred
- Proficient with Microsoft Office
- Comfortable working with diverse populations

Please send resume and cover letter to [agifford@dscdo.org](mailto:agifford@dscdo.org). Position open until filled.