



## SLAVIC VILLAGE DEVELOPMENT

Slavic Village Development (SVD) is a non-profit community development corporation located on the southeast side of Cleveland. SVD works with and for its residents, businesses, and institutions to promote civic engagement, community empowerment, & neighborhood investment.

### JOB DESCRIPTION

**Position:** Community Outreach Intern

**Location:** 5620 Broadway Avenue #200, Cleveland, Ohio 44127

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

**Salary:** \$10 - \$12 per hour

**Duration:** Fall Semester 2018

**Reports To:** Community Outreach & Marketing Manager

#### Responsibilities:

- Provide assistance in connecting residents to housing repair and curb appeal services, as well as side yard expansion opportunities available through SVD
- Help residents navigate government assistance programs
- Connect residents to financial services and grant opportunities
- Assist with community grants and grant management
- Meet with home-based business owners regarding participation in the Maker's Market
- Encourage involvement in community events, meetings, and projects
- Increase membership in block clubs and work groups
- Perform all other duties as assigned

#### Qualifications:

- Currently enrolled in Bachelor's program or higher
- Interest in community outreach and engagement
- Excellent verbal and interpersonal skills
- Ability to work creatively and independently
- Proficient with Microsoft Office

Please send resume and cover letter to [susang@slavicvillage.org](mailto:susang@slavicvillage.org).