



Community Engagement Healthy Homes Initiative

Community Engagement Specialist Job Description

Position Summary

Metro West Community Development Organization is partnering with the City of Cleveland to bring the Community Engagement Healthy Homes Initiative to the Stockyard, Clark-Fulton, and Brooklyn Centre neighborhoods.

The purpose of the Healthy Homes Initiative is to improve the quality of life of residents and the City's housing stock. Community engagement specialists will work in Cleveland neighborhoods to connect and build trust with residents and landlords and link them to resources, education and training.

The ideal candidate is passionate about Cleveland neighborhoods and residents and has a servant leadership 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 relationships, working with diverse groups of people, and helping residents work through challenges they are facing.

Community engagement specialists will report to the Community Engagement Specialist (CES) Manager in the City of Cleveland's Community Development Department and Metro West Community Development Organization's Director of Housing. The specialists will be housed at Metro West and will be part of a cohort of specialists deployed across the City.

Position Responsibilities

Each Community Engagement (CE) Specialist will focus on concentrated inspection areas (CIA) in their neighborhood that are prioritized by their CDC Executive Director, CES Manager, and Councilperson. Main roles and responsibilities include:

- Working with the CES Manager, CDC team, and Councilmember to determine which areas of neighborhood have the most need
- Identifying external and internal housing issues
- Building trust, providing technical assistance, and developing a plan of action with the resident to address housing and quality of life issues
 - Connecting residents with resources available through the City of Cleveland, local nonprofits, and organizations
- Collecting, inputting, and tracking field data
- Administering the City's paint program in the field with support from the CES Manager
- Delivering classes and forums for homeowners and landlords on at least a quarterly basis in coordination with CES Manager

Required 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
- One year of experience in community building, engagement, or serving clients in a social service environment; OR
- One year of paid experience in building or remodeling, contracting, building construction estimating, building inspection or building/real estate management
- Comfort with data collection, software and technology (such as personal computers, handheld devices, Microsoft Office Suites) preferred
- 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 and inspections preferred
- Complete Lead Renovation, Repair and Painting Program (RRP) certification within six months

Preferred Qualifications

- Proficiency in Spanish encouraged but not required

Training and Support for Community Engagement Specialists

- Exterior Home Inspection coaching and training from Department of Building & Housing Chiefs
- Lead Identification and Remediation Training
 - Single-day Renovation, Repair and Painting (Lead RRP) training
 - Identification of lead hazards
 - Implementation of interim controls
 - Education residents on implementation of interim controls
- Community engagement strategies
- Data collection, management, and reporting
- *Additionally:* CE Specialists' will convene routinely with the CES Manager and as a cohort for peer-to-peer learning, mentorship, and assistance.

Equal Opportunity

Metro West Community Development Organization is an Equal Opportunity Employer.

Compensation

- Annual salary commensurate with experience and qualifications plus full benefits

Applications will be accepted until the position is filled.

Please submit resume and cover letter via email to Kris Harsh, Director of Housing, at khharsh@metrowestcle.org

No phone calls, please.