

1325 Ansel Road  
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famicos.org

February 15, 2022

Famicos Foundation is looking to hire 4 interns for the Neighbor to Neighbor program. This program is a door to door canvassing which is seeking to collect information about digital equity and inclusion in the Glenville, St. Clair and Superior, and Hough neighborhoods.

We are seeking 3 canvassers to go door to door inside of Famicos 10 apartments and survey our 800+ residents. This is a paid position.

We are also seeking an administrative assistant intern to handle scheduling, mapping out routes, print reports, and other administrative duties as requested. This is not a paid internship.

We are looking to fill these positions immediately. Please review the following:

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**JOB POSTING**

**Neighborhood Ambassador**

**Program Background:** 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 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.

**N2N Ambassador:** The ideal candidate is passionate about Cleveland neighborhoods and residents and has a service mentality – placing the growth and well-being of people and the communities to which they belong first and foremost. The candidate should be a 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 (i.e. Food insecurities, pending evictions, lack of internet, and other challenges they face with technology).

N2N Ambassador will report to the N2N Community Engagement Specialist at Famicos Foundation. The Ambassador will be housed at Famicos Foundation and will be part of a cohort of Ambassadors across the City.

**Main roles and responsibilities include:**

- Conduct in-person surveys at Famicos Apartments and community events. Enter data into the tablets provided. Send and receive emails within 48 hours.
- Effectively engage, build trust, and build relationships with residents, primarily through door-to-door canvassing, having conversations around digital access, digital literacy and other quality of life issues.
- Connect residents with resources available through various agencies.

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- Work with the other ambassadors and the N2N Community Engagement Specialist to ensure that canvass goals are met, complete regular progress reports and adjust canvass tactics as needed.
- Assumes additional responsibilities and performs special projects as needed or directed.

### Requirements

#### Ability to work independently and as part of a cohort/collaborative team.

- Reliable transportation to conduct field surveys is preferred.

**Minimum Qualifications:** High school diploma or GED. **Intermediate level computer skills.**

Resident of Glenville, Hough, and St. Clair/Superior strongly preferred.

**Compensation:** This is a contract position. Ambassadors are not employees of the Famicos Foundation and therefore, no benefits will be available for this position. Ambassadors will work 10 or 20 hours per week at a pay rate of \$15 per hour. Work hours will be flexible and will likely include days, evenings and weekends, depending on the need.

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### Administrative assistant

#### Main roles and responsibilities include:

- Making survey routes.
- Collecting time sheets and invoicing.
- Submitting paperwork for billing.
- Researching to find community events.

#### Minimum Qualifications:

- Intermediate Microsoft Word and Excel skills.
- Pursuing a degree in business administration preferred.

#### Please email or call and leave a message:

Shabreese Murphy  
Neighbor to Neighbor Community Engagement Specialist  
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216-230-9777

