



Community Engagement Healthy Homes Initiative

Community Engagement Specialist Position Description

Tremont West Development Corporation

Job Title: Community Engagement Specialist

Reports to: Executive Directors of Tremont West Development Corporation and Ohio City Inc.

Tremont West Development Corporation is a not-for-profit community development corporation for the Tremont neighborhood in Cleveland, OH. Our mission is to “serve Tremont by organizing an inclusive community, building a unified neighborhood and promoting a unique destination.” Ohio City Incorporated (OCI) is the community development corporation responsible for preserving, promoting and developing the Ohio City neighborhood. We lead the development of Ohio City by serving a diverse community of committed people, driving new investments in and preserving the history of a unique place, and promoting an authentic urban neighborhood.

Healthy Homes Program Goal: 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 the Community Development Corporation (CDC) Executive Director or their designee. The specialists will be housed at the CDC in the neighborhood they are serving and will be part of a cohort of specialists deployed across the City.



Each Community Engagement 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
- Administer in-house Home Repair Program and track accomplishments with City of Cleveland's Community Development Department

Minimum 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

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.

Other Duties

- Attend weekly staff meetings and update meetings at request of partners
- Other duties as assigned

Schedule and Reporting

Full time, 40 hours per week Mon-Fri. This position is time limited to the terms of the grant. Some weekends and evenings required. The position will split time and reporting between Tremont West Development Corporation and Ohio City Incorporated.

Salary

\$45,000 + Benefits

DEADLINE: November 11th, 5 PM

Please send all correspondence regarding this job posting and cover letter and resume to contact@tremontwest.org

Tremont West Development Corporation- 2406 Professor Avenue Cleveland OH 44113