

FutureHeights

Community Building Programs Coordinator

The Community Building Programs Coordinator works to identify and leverage the assets of Cleveland Heights and University Heights by empowering neighborhood leaders to work together to solve problems. Our vision is to create vibrant, resilient neighborhoods through grassroots resident participation in civic life. Drawing on and activating the power of people and the strengths of neighborhoods allows us to be better equipped to tackle problems in our physical and social environment.

FutureHeights is a nonprofit community development organization whose mission is to facilitate an equitable, sustainable future for Cleveland Heights and University Heights. We do this through promoting economic and social development in collaboration with residents, businesses and stakeholders. We renovate vacant houses, engage in neighborhood place making, offer neighborhood grants and leadership programs, publish the Heights Observer, host public forums and speakers, promote local businesses, and host special events that showcase the strengths of our community. We also act as fiscal agents for several neighborhood-based groups.

The Community-Building Programs Coordinator is a full-time position reporting to the Executive Director. The individual will manage several community-building programs at FutureHeights, including the Neighborhood Mini-Grants, Neighborhood Leadership Workshop Series, and Crowdsourced Conversations. Additionally, the individual will provide marketing, communications and grant-writing support, offer one-on-one assistance to neighborhood leaders, and assist with events/projects such as the benefit, Heights Observer, and Music Hop.

Essential Functions

Neighborhood Leadership Workshop Series

- Plan and implement a series of workshops to train neighborhood leaders.
- Work with the Executive Director to create the agenda, select consultants, and facilitate the sessions.
- Work with the city of Cleveland Heights, neighborhood organizations, and other stakeholders to recruit a cohort of approximately 15 participants each year from across various neighborhoods.
- Conduct outreach to Cleveland Heights' diverse population groups.
- Provide ongoing support to workshop participants to help them become effective leaders.
- Submit a final report assessing all aspects of the event including recommendations for future Neighborhood Leadership Workshops.

Neighborhood Mini-Grants Program

- Work with the Executive Director to manage the application process, including organizing the grant-making committee that will interview applicants and make funding recommendations.
- Monitor awardees' progress, facilitate grant fund distribution and reporting, and organize an annual Neighborhood Mini-Grants Celebration Event.
- Submit a final report assessing all aspects of the event including recommendations for the program.

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Crowdsourced Conversations

- In collaboration with staff, plan and implement a discussion series on topics selected by the community.
- Work with the city of Cleveland Heights, University Heights, neighborhood organizations, and other stakeholders to survey and recruit participation from diverse groups across various neighborhoods.
- Submit a final report assessing all aspects of the event including recommendations for future Neighborhood Leadership Workshops.

Fundraising, Marketing and Administration

- Work with the Executive Director to create materials to promote the program and to assist with fundraising efforts.
- Participate in scheduled meetings; create and maintain a database of neighborhood contacts and groups; create and maintain a calendar of events; and complete necessary reports, timesheets, check requests etc.

Qualifications

- Bachelor's degree in community organizing, communications, social work, education, or similar field.
- Two (2) plus years related experience (nonprofit programming, community organizing, leadership development programs, etc.).
- Strong written and verbal communication skills, ability to work under deadlines, analytical skills, and organizational skills.
- Experience working with volunteers and the general public, and a respect and belief in the power of residents and their ability to create positive change.
- Ability to work evenings and weekends as needed.

Compensation: Annual salary range is commensurate with experience. 15 vacation days, 10 personal days and 10 holidays. FutureHeights will match an employee's contribution to a 403(B)-retirement program, up to a maximum of 3% of employee's annual salary. May qualify for reimbursement of cost of a health insurance plan.

Physical Demands and Scheduling Requirements

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to ten pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, and preparing and analyzing written or computer data. Availability for extended hours during peak periods and attendance at evening and weekend meetings. Exposure to inside and outside environmental conditions.

FutureHeights

Equal Opportunity Employer

FutureHeights is an Equal Opportunity Employer. We do not discriminate on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation.

To apply, please send a resume and cover letter to Lee Chilcote at lchilcote@futureheights.org.