Title: Community Engagement Coordinator

Reports to: Director of Neighborhood Services

Ohio City Incorporated is in the process of putting together a 3-year strategic plan and are excited about this position’s role in contributing to our inclusivity initiatives and community building activities. The Community Engagement Coordinator is responsible for engaging Ohio City residents in community building activities that improve the quality of life for Ohio City residents. This program is an important tool to help attract and retain residents as well as improving the quality of life for all in the Ohio City neighborhood.

Responsibilities include, but are not limited to:

- Seek out and build relationships with underrepresented and underserved residents to engage in building connections amongst residents;
- Develop leadership among neighborhood residents;
- Disseminate Ohio City communications to residents and neighborhood stakeholders;
- Develop new opportunities for resident involvement and leadership; recruit volunteers;
- Attend block club meetings and community events;
- Conduct outreach campaigns;
- Submit required narrative and budget reports on a timely basis to ensure compliance with program guidelines;
- Work with the Director of Neighborhood Services on special initiatives including the Ohio City Farm, the Ohio City LGBTQ initiative, Nonprofit Dialogues, and the Miami University Education program;
- Collect and compile necessary data and evaluation requests;
- Other duties as assigned.

Minimum Qualifications

- Bachelor’s Degree required;
- Spanish-speaking preferred;
- Experience in community organizing, social service, or neighborhood development;
- Self-motivated with the ability to work with diverse groups of people (race, ethnicity, socioeconomic, gender, sexual orientation, religion, disability, etc.);
- Ability and willingness to work a flexible schedule, including evenings and weekends;
- Ability to differentiate between community organizing and social service;
- Excellent writing skills and proficiency in preparing written reports;
- Excellent oral communication and public speaking skills;
- Computer proficiency including Microsoft Word, Excel, Access and use of the Internet

Ohio City Incorporated is strongly committed to the equal opportunity of all applicants. Ohio City Incorporated seeks applicants with unbiased and equal treatment to all persons, regardless of race, color, creed, sex, national origin, age, handicap, sexual preference, gender identity, ancestry, military service status, genetic information or any other factors which are protected by federal, state or local equal opportunity laws.

Ohio City Incorporated offers a generous benefits package including paid time off, simple IRA with match, as well as health and dental insurance. Salary will commensurate with experience.

Resumes will be accepted through September 26th, 2016 at 5pm. No phone calls please. Send cover letter and resume to careers@ohiocity.org with a subject heading of Community Engagement.