



Title: Community Engagement Organizer

Reports to: Director of Neighborhood Services

Ohio City Incorporated has recently completed its 3-year strategic plan and we are excited about this position's role in contributing to neighborhood engagement through community building and inclusivity initiatives. The Community Engagement Organizer is responsible for communicating with, engaging and improving the quality of life for Ohio City residents. This position serves a vital role in building relationships and lines of communication with all stakeholders in the Ohio City neighborhood.

Responsibilities include, but are not limited to:

- This position will be responsible for creating a more inclusive and engaged neighborhood. This includes creating opportunity for increased resident involvement and leadership as well as identifying leaders in the neighborhood and providing further leadership opportunities for these residents.
- The organization is constantly seeking opportunities to build relationships with residents underrepresented in our organization and engaging them in building connections amongst residents.
- Disseminate Ohio City communications to residents and neighborhood stakeholders through on-line/email communications, outreach campaigns as well as face to face interactions.
- Independent worker with experience in project management including creating and managing budgets and required reporting.
- Develop new opportunities for resident involvement and leadership; recruit volunteers; and provide opportunity for neighborhood and community development.
- Attend block club meetings and community events.
- Conduct outreach campaigns.
- Work with all areas of the organization as well as the Community Engagement Committee of the board to ensure timely internal and external communication of community projects.
- Work with the supervisor on special initiatives including the Ohio City Farm, the Ohio City LGBTQ initiative, the Nonprofit Dialogues and the Miami University Urban Teaching Cohort.
- 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 preferred;
- 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

OCI 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.

OCI 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 until position filled. No phone calls please. Send cover letter and resume to careers@ohiocity.org with a subject heading of Community Engagement.