



**Job Title:** Volunteer and Outreach Coordinator

**Reports to:** Director of Neighborhood Services & Outreach

**Position Overview:**

Ohio City Inc. is seeking a Volunteer and Outreach Coordinator to assist the organization in fostering community communication, promoting neighborhood engagement, and creating a neighborhood environment that attracts residents, businesses and visitors. This position focuses on building strong relationships with all stakeholders in the Ohio City neighborhood, ensuring that residents and Ohio City constituencies are informed on local activities and have an opportunity to be actively involved in community development, events, and programming.

**Key Responsibilities:**

- Develop and implement strategies to create a more inclusive and engaged neighborhood, fostering opportunities for increased resident involvement and leadership.
- Work closely with appropriate staff to support organizational and community events and programming that reflect the needs and interests of Ohio City residents, ensuring broad participation and community-building.
- Collaborate closely with the Director of Neighborhood Services & Outreach and the Senior Director of Youth & Family Engagement to align and execute engagement efforts.
- Disseminate Ohio City communications to residents and stakeholders through various outreach methods, including face-to-face interactions and campaigns.
- Develop and manage a neighborhood volunteer corps; including volunteer opportunities, managing volunteer database and events.
- Assist in managing Ohio City Inc.'s Annual Membership Drive including recruiting residents for membership, encouraging member participation during annual board elections, and managing member database.
- Attend block club meetings and community events to maintain visibility and foster relationships.
- Conduct targeted outreach campaigns to engage underrepresented residents (CMHA residents/staff, renters, & visitors).
- Collaborate with all areas of the organization and the Community Engagement, Advocacy, & Safety Committee of the board to ensure timely action and communication of community projects.
- Collect and compile data for evaluation and reporting as needed.
- Perform other duties as assigned.

**Minimum Qualifications:**

- Bachelor's Degree required or 2+ years of relevant experience.
- Experience in community organizing, social services, event/program management, or neighborhood development is preferred.
- Self-motivated with the ability to work effectively with diverse groups (race, ethnicity, socioeconomic status, gender, sexual orientation, religion, disability, etc.).
- Ability to work a flexible schedule, including evenings and weekends.
- Ability to differentiate between community organizing and social services.
- Strong written communication skills with experience in preparing reports.
- Proficient in oral communication and public speaking. Spanish-speaking candidates preferred.
- Computer proficiency, including Microsoft Word, Excel, and Internet use.

**Compensation:** OCI offers a competitive benefits package, including paid time off, a Simple IRA with a match, and health and dental insurance. Salary range is \$45,000 - \$52,000 commensurate with experience.

**Application Process:** Resumes will be accepted on a rolling basis until the position is filled. Interested applicants should send a cover letter, resume and three references to [careers@ohiocity.org](mailto:careers@ohiocity.org) with the subject line "Volunteer and Outreach Coordinator."

**Ohio City Incorporated (OCI):** Ohio City is a historic neighborhood in Cleveland. Originally incorporated as its own municipality in 1836, it was annexed by the City in 1854. Broadly seen as one of Cleveland's most trendy neighborhoods, its restaurants, breweries and local businesses have flourished. OCI was founded in 1975 as the community development corporation responsible for preserving, promoting and developing the Ohio City neighborhood. OCI serves residents and businesses through advocacy, housing, community engagement, neighborhood planning and special events.