



### **Community Outreach Coordinator**

Old Brooklyn is Cleveland's accessible, family-friendly neighborhood where business and people come to grow. It is home to regional assets such as the Cleveland Metroparks Zoo, hundreds of small businesses, and over 30,000 people. Old Brooklyn Community Development Corporation (OBCDC) is dedicated to the social, economic, and civic advancement of the community.

#### **Purpose**

In conjunction with existing outreach staff, the Community Outreach Coordinator is responsible for leading the Old Brooklyn education initiative. The Coordinator is an education advocate. She/he will facilitate leadership among schools, residents, and families through an engagement strategy specifically focused on education and family outcomes. She/he will act as a liaison to ensure implementation of initiatives, projects and programs in the areas of student achievement, safety, social services, economic opportunity and health. Additionally the Coordinator will empower community members to connect, to improve the quality of life, and to encourage grassroots leadership in Old Brooklyn. The Community Outreach Coordinator reports to the Community Health Fellow.

#### **Main Duties**

- Manage a comprehensive community education strategy that is sustainable, measureable, and committed inclusivity and equity
- Support the Education Committee to identify and cultivate leaders within the neighborhood, and assist them in creating and maintaining a positive vision for education and youth
- Act as facilitator to connect existing and future programs and partnerships
- Build and maintain relationships with all Old Brooklyn schools including those from the Cleveland Metropolitan School District, the charter school network, and private schools
- Actively participate in initiatives in partnership with the Cleveland Metropolitan School District, Pre4CLE and the Cleveland Transformation Alliance, and interest based community partners such as the Old Brooklyn Families Group
- Research grant opportunities and maintain adequate record of funding for education projects
- Assist in program assessment to measure growth towards identified performance goals
- Coordinate and/or represent Old Brooklyn CDC at community meetings and events

#### **Required Qualifications**

- Strong commitment to Cleveland neighborhoods
- Strong written and verbal communication skills
- Ability to manage multiple responsibilities and respond to rapidly changing situations
- Possess timely project planning skills
- Microsoft Office proficiency

#### **Preferred Qualifications**

- Spanish speaking
- Community outreach, group and project management, education and youth programming, and volunteer coordination

Interested applicants must provide a cover letter and resume to [careers@oldbrooklyn.com](mailto:careers@oldbrooklyn.com) no later than 5:00pm EDT on Friday, August 18<sup>th</sup>. Salary will be commensurate with experience.