



YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



www.yndc.org



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

Community Engagement Manager Job Description

Work Schedule: Full Time, Monday – Thursday 7am-5:30pm, some evening and weekend work may be required
Compensation: \$22-25 per hour, Health Insurance, 401k

Under the direction of the Neighborhood Stabilization Director, the Community Engagement Manager will work with staff, partners, neighborhood leaders, and community volunteers to involve residents in YNDC's work; activate community space; advance neighborhood safety; and keep residents and partners informed about YNDC's programs, services, and activities across the city.

Skills/Qualifications

1. Current resident of the City of Youngstown, Ohio is strongly preferred.
2. Must have a valid driver's license and reliable personal vehicle for local travel. Mileage is reimbursed.
3. Bachelor's degree in a humanities or business-related field is preferred, but not required. Work experience is also considered.
4. Good verbal and written communication skills and an eagerness to work with a diverse team of people from many walks of life including staff, residents, community partners, and volunteers are required.
5. Experience in customer service is preferred. Must be comfortable making many phone calls, making presentations, running meetings, approaching new people, and having conversations with diverse groups of people.
6. Willingness to learn a variety of new skills related to neighborhood development and project management, including working in multiple settings such as the office, door to door canvassing, at community meetings and events, at construction sites, vacant properties, and in neighborhoods throughout the city.
7. Eagerness to contribute to efforts to improve the quality of life in Youngstown's neighborhoods.
8. Experience using Microsoft Office suite, including Excel and Word or Google Suite, including Docs and Spreadsheets is required.

Responsibilities

1. Conduct program outreach to residents and partners at public meetings, events, phone banking, and door-to-door in neighborhoods and provide updates and information about all of YNDC's programs and services.
2. Coordinate and organize the work of the Youngstown Housing Task Force and Glenwood Neighbors Business Association.
3. Engage and play a lead role in organizing efforts around housing, community safety and other longstanding issues affecting quality of life in Youngstown's neighborhoods.
4. Coordinate outreach activities for Mahoning Valley TreeCorps efforts including door to door canvassing.
5. Coordinate neighborhood safety and violence prevention activities including implementation of a neighborhood-wide doorbell camera program, and other evidence-based community-driven models for improving safety.
6. Coordinate neighborhood improvement activities in partnership with resident-led organizations as assigned.
7. Coordinate neighborhood planning and organizing outreach including the completion of door to door surveying across neighborhoods. This includes assisting with recruitment, training and coordination of surveyors and Neighborhood Stewards.
8. All other duties as assigned.

TO APPLY, please send cover letter and resume to jdaugherty@yndc.org – Attention: Jack Daugherty
YNDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.



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