



**YOUNGSTOWN  
NEIGHBORHOOD**  
DEVELOPMENT CORPORATION

 [www.yndc.org](http://www.yndc.org)  330.480.0423  820 Canfield Road, Youngstown, Ohio 44511

# Neighborhood Organizer

## Job Description

### GENERAL

<b>Organization:</b>	Youngstown Neighborhood Development Corporation (YNDC)
<b>Background:</b>	The Youngstown Neighborhood Development Corporation (YNDC) is a multifaceted neighborhood development organization created to catalyze strategic neighborhood reinvestment in neighborhoods throughout the City of Youngstown. YNDC transforms neighborhoods into meaningful places where people invest time, money, and energy into their homes and neighborhoods; where neighbors have the capacity to manage day to day issues; and where neighbors feel confident about the future of their neighborhood.
<b>Mission:</b>	The Youngstown Neighborhood Development Corporation is committed to improving the quality of life in Youngstown by building and encouraging neighborhoods of choice for all.
<b>Title:</b>	Neighborhood Organizer
<b>Work Schedule:</b>	<b>Part-time, 20-40 hours per week, evening and weekend work required</b>
<b>Compensation:</b>	\$15/hour
<b>Website:</b>	<a href="http://www.yndc.org">www.yndc.org</a>
<b>Telephone:</b>	330.480.0423
<b>Description:</b>	Under the supervision of the Neighborhood Stabilization Director, the Neighborhood Organizer will collaborate with the YNDC team to organize residents and stakeholders to take collective action to improve citywide housing quality and neighborhood conditions and to identify and develop neighborhood leaders.

## SKILLS/QUALIFICATIONS

1. Must have a high school diploma. Bachelor's degree in a related field is preferred but not required.
2. Residents of the City of Youngstown who have a deep understanding of the quality of life issues affecting our neighborhoods are strongly preferred.
3. Must be highly motivated and willing to work hard to get things done.
4. **Must have excellent communication and listening skills**, strong interpersonal skills, and the ability to utilize computer and mobile technologies for communication.
5. Must have the ability to use spreadsheets for reviewing data and maintaining lists and logs.
6. Must have the ability to manage multiple projects at once and prioritize effectively.
7. Must have the ability to follow detailed instructions and scripts, proactively solve problems, and exercise sound judgment.
8. Must have a high level of professional ethics.
9. Must have a genuine interest in listening to people and building the collective power of residents to improve Youngstown's neighborhoods.
10. Must be comfortable going door-to-door in all Youngstown neighborhoods, completing phone calls, and meeting with diverse groups of people from many backgrounds and walks of life.
11. Must be comfortable with walking several miles per day in all weather conditions to canvass neighborhoods.
12. Must be comfortable scheduling meetings and completing hundreds of phone calls regularly.
13. Must be eager to learn and willing to participate neighborhood organizer and leadership development trainings.
14. Must have a valid Ohio driver's license. Use of personal and company vehicles is required for many responsibilities.
15. Must be drug free.

## RESPONSIBILITIES

1. **Organize neighborhood residents, neighborhood groups, and allies to improve housing and quality of life in Youngstown's neighborhoods and overcome longstanding obstacles to neighborhood progress.**
2. Complete one-to-one meetings with hundreds of residents and allies to build relationships and get more people involved.
3. Prepare, coach, develop, and train resident leaders to participate and run meetings, direct actions, media events, recruitment activities and other critical organizing tasks.
4. Routinely complete hundreds of phone calls to recruit residents to participate in organizing activities and train volunteers to assist with phone banking and other recruitment activities.
5. Conduct door-to-door canvassing to hundreds of homes to recruit residents and to collect information for organizing campaigns.
6. Conduct computer and field research for and help to develop organizing campaigns in partnership with residents.
7. Plan and assist with facilitation of public meetings and events related to campaigns.
8. Maintain detailed contact lists, attendance logs and spreadsheets for organizing activities.
9. Prepare and distribute letters, flyers, emails, activity scripts, and other media as required for organizing activities.
10. Assist with planning and coordinating direct actions with residents to overcome obstacles to quality housing and other neighborhood issues.

**To apply**, please email cover letter and resume to:  
**Jack Daugherty, Neighborhood Stabilization Director**  
**Email: [jdaugherty@yndc.org](mailto:jdaugherty@yndc.org)**  
**Website: [www.yndc.org](http://www.yndc.org)**  
**Equal Opportunity Employer**

**NO PHONE CALLS PLEASE.**