



YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION

820 Canfield Road
Youngstown, Ohio 44511
Phone: 330.480.0423
Fax: 330.259.7575
Email: info@yndc.org
Website: www.yndc.org

Neighborhood Canvasser Job Description

GENERAL

Organization:	Youngstown Neighborhood Development Corporation (YNDC)
Background:	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. The 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.
Mission:	The Youngstown Neighborhood Development Corporation is committed to improving the quality of life in Youngstown by building and encouraging neighborhoods of choice for all.
Title:	Neighborhood Canvasser
Work Schedule:	Minimum 20 hours per week, March 2016-December 2016
Compensation:	\$10/hour
Website:	www.yndc.org
Telephone:	330.480.0423

Under the supervision of the Neighborhood Planner, the Neighborhood Canvasser will collaborate with a team of professional staff to perform door-to-door resident outreach and community engagement on the South Side of Youngstown.

1. High school diploma with experience in business administration, finance, urban planning, social studies, real estate development, or related field.
2. High level of professional ethics.
3. Excellent written/oral communication and listening skills, and ability to utilize new technologies for communication.
4. Ability to work with key partners and manage relationships with community stakeholders and neighborhood residents.

5. Ability to manage multiple projects/workloads simultaneously and prioritize effectively.
6. Ability to proactively solve problems with sound judgment and intuition.

RESPONSIBILITIES

Programmatic:

1. Assist with the coordination of the Byrne Criminal Justice Innovation (BCJI) project, including communication with residents, city departments, YSU researchers, and other key stakeholders.
2. Assist with all outreach in the BCJI target area, including but not limited to: door to door canvassing, resident interviews, phone banking, email alerts, Facebook updates, and other collaborative communications with neighborhood groups and relevant stakeholders.
3. Build trust with neighborhood residents and community stakeholders to engage them in conversations related to neighborhood issues, safety concerns, and opportunities for community improvement.
4. Be respectful of diverse opinions and treat all community residents tactfully and with dignity.
5. Take detailed notes of resident and stakeholder interviews and collect contact information.
6. Maintain high level of organization to be able to collect and store consistent data and maintain a database of neighborhood contacts.
7. Establish effective working relationships among broad groups of stakeholders.
8. Assist in planning community events, such as vacant property cleanups or small block projects.
9. Perform outreach and recruitment to encourage participation in community events and improvement projects.
10. Assist with the research of property information including ownership research.
11. Assist with the research of criminal activity at key crime hotspots.
12. Document and immediately inform YNDC supervisors of any threats to health, safety, and well-being.
13. Conduct property surveys to document condition and occupancy status.
14. Assist with logistics of housing repair and rehabilitation project processes.
15. Assist with filing and functions related to the BCJI program.

To apply, please send cover letter and resume to:

Youngstown Neighborhood Development Corporation
820 Canfield Road
Youngstown, Ohio 44511
Email: thetrick@yndc.org
Website: www.yndc.org
Equal Opportunity Employer

NO PHONE CALLS PLEASE.

