



**Shaker Heights Development Corporation (SHDC) is Hiring an
AmeriCorps VISTA Community Engagement Specialist**

Summary

Shaker Heights Development Corporation (SHDC) is seeking a self-motivated, resourceful, and personable AmeriCorps VISTA member to join our team. The AmeriCorps VISTA Community Engagement Specialist will work with business owners, property owners, entrepreneurs, residents and stakeholders in the emerging Chagrin-Lee commercial corridor in Shaker Heights to form a merchants' association and develop a tool-kit of entrepreneurial resources.

Position Description

The Community Engagement Specialist will engage in community outreach with the surrounding neighborhoods. The outreach will identify the types of resources and training programs that could take place at The Dealership that would help individuals enhance skill sets for increased employment opportunities. The outreach work would also further establish The Dealership as a community asset that can be leveraged by community members and local businesses to build assets.

The Community Engagement Specialist will be responsible for:

- Meeting with business owners and stakeholders to establish a merchants' association
- Assisting in the implementation of targeted streetscape enhancements in the Chagrin-Lee commercial corridor
- Connecting with community members to obtain feedback on what resources should be available at The Dealership
- Implementing and managing social media marketing strategies
- Identify partner organizations for collaborative programming and training opportunities at The Dealership
- Identify additional resources that should be available at The Dealership to help increase employment opportunities
- Building a community of entrepreneurs and small business owners at The Dealership that comprises a range of industries with diverse backgrounds from Shaker Heights and the region.
- Researching nonprofit community development corporation organizational structure options



Skills and Qualifications

- Bachelor's degree (or equivalent work experience) in urban studies, non-profit administration, business administration, communications or related field
- Excellent written and verbal communication skills
- Self-motivated and solutions oriented
- Ability to work independently and problem solve
- Strong planning and organizational skills and the ability to think strategically in the design and execution of projects
- Able to build rapport and relationships in community, business and institutional settings
- Experience in community organizing, fundraising/grant writing and/or public speaking is a plus
- Creative approaches toward problem solving
- Works independently and in a team environment
- This is a full-time position requiring at least 37.5 hours of work. Must have reliable transportation.
- Must be comfortable working in various settings including businesses and residential communities and with diverse groups of people.

Compensation and Benefits

Term of service runs from June 2019 – July 2020. This position includes a \$974 per month living stipend and a \$5,645 educational grant (that can be used to pay past or future education costs) or \$1,500 cash at the end of the year of service. Health insurance and vacation provided. More information can be found at americorps.gov/VISTA.

To apply: email resume and cover letter to nick.fedor@shakerdevcorp.com. Application deadline is April 1st, 2019.

About SHDC

The mission of the Shaker Heights Development Corporation (SHDC) is to enhance the commercial revitalization efforts in order to strengthen residential neighborhoods and diversify the City's tax base. To that end, SHDC envisions an enriched community that seamlessly blends our innovative history into a vibrant future by fostering entrepreneurial opportunities and stimulating sustainable economic growth. As a 501 (c)3 non-profit organization, SHDC is committed to enhancing the commercial districts in Shaker Heights through economic development and place-based physical development strategies.