

2021-22 Community Foundation of Lorain County
Community Engagement Fellow

Organization: **Community Foundation of Lorain County**

Department: Program

Position: Full Time; Temporary (*anticipated calendar year 2021*); Non-Exempt

Reports to: Senior Program Officer

Supervises: N/A

Date Reviewed: March 2021

Summary:

The Community Foundation of Lorain County is seeking a Community Engagement Fellow with an interest in community engagement, arts, design, or urban planning to advance community-based projects. The Fellow will assist with following programs to capitalize on the Foundation's successful Neighbor Up and Ohio Neighborhood Engagement (ONE) Lorain County Initiatives. ONE Lorain County is a proactive grant initiative building stronger communities by fostering connections between neighbors to connect, build trust, share information, and create collective action opportunities, creating safer and healthier neighborhoods.

Responsibilities and Expected Outcomes:

- Assist with Community Foundation grantmaking. This includes meeting with prospective grantees with the Senior Program Officer and preparing monthly detail-oriented formal evaluations of and recommendations for the Board for funding requests to ensure grants are aligned with Foundation priorities and community needs/opportunities.
- Work in partnership with Senior Program Officer and other Foundation staff to develop and implement Community Foundation strategic priorities for grantmaking to improve outcomes for the Elyria and Lorain communities by identifying cross-cutting issues and aligning strategies (i.e., Workforce and Economic Development, Racial Equity, Youth & Social Services, Neighborhoods, Education, and Environment).
- In collaboration with the Senior Program Officer, identify, assist with, and advance opportunities to promote diversity, inclusion, and equity for Lorain County residents.
- Monitor various sectors to remain abreast of best practices, sector trends, and policy implications shaping Community Engagement. Capture and disseminate information and

Excellence

Integrity

Inclusion

Collaboration

Leadership

prepare thoughtful research and analyses on various topics and organizations to promote a more profound sense of awareness of Community Engagement issues impacting Lorain County amongst Foundation stakeholders (staff, board, donors, Lorain County Community).

Essential Qualifications, Credentials, and Technical Skills required:

- A two or four-year college degree. Course work or community experience that demonstrates an interest in one of the fellowship’s areas of focus. (*Focus areas/interests needed: community engagement, project management, organizational planning*).
- Ability to scan large quantities of data and extract relevant themes. Strong analytical skills and the ability to draw conclusions, synthesize information and make sound recommendations.
- Experience working effectively with persons and communities from diverse cultural, social, and ethnic backgrounds. The ability to work in a complex environment requiring significant collaboration.
- Strong planning and organizational skills, with the ability to think strategically in the design and execution of programs.
- Demonstrated effectiveness in written and oral communication. Ability to handle sensitive and confidential information in a tactful and respectful manner.
- Proficient with MS Office and knowledge of database software.
- Desire to continually acquire new skills and knowledge and share it with colleagues.
- Ability to operate in a fast-paced environment and prioritize work to consistently meet deadlines.
- A working knowledge of desktop publishing and evolving channels of communication.
- Ability to work some nights and weekends.
- Have access to reliable transportation to travel to meetings around Lorain County and neighboring communities.

Employee

Date

Our Mission: *We Connect People Who Care with Causes that Matter*

Our Vision: *Lorain County is a thriving community through giving*

Please send cover letter and resume to HR@peoplewhocare.org

Excellence

Integrity

Inclusion

Collaboration

Leadership