



Community Foundation of Lorain County *Community Engagement Fellow*

Organization: **Community Foundation of Lorain County**

Department: Program

Position: Full-time; Temporary(*anticipated calendar year 2023*); Non-Exempt

Reports to: Program Evaluation and Integration Officer

Supervises: N/A

Date Revised: August 2022

The Community Foundation of Lorain County is seeking a Community Engagement Fellow who will continue to build on the Foundation's work in fostering neighborhood engagement and strengthening residential leadership in Lorain County through its current partnerships with Neighborhood Connections (Cleveland) and In Our Backyards (ioby).

The Fellow must have an **interest in or strong respect for asset-based community development, arts, design, and/or urban planning** to encourage and support leadership amongst Lorain County residents by finding and advancing community-based projects with match funding (ioby). Additionally, the Fellow will support the newly established Neighbor Up network in Lorain County by attending Neighbor Nights and being an actively engaged member in the Neighbor Up network. Their focus will be to create opportunities for Foundation staff/board members/affiliate funds to work together with residents and to keep the Foundation engaged in Neighbor Nights and conversations that emerge as a result of Neighbor Night.

Responsibilities and Expected Outcomes:

- Developing relationships between the Community Foundation and residents that will help facilitate the growth of the network in Lorain County;
 - Following up on connections that arise in community conversations at Network and Neighbor Nights;
 - Maintain communication between Neighbor Up Lorain County members, Foundation staff, and supporting Neighborhood Connections consultants and staff;
 - Organize and facilitate Network and Neighbor Nights alongside cohort members;
 - Foster and support leadership amongst cohort members;
 - Develop a process for listening, summarizing, and following up on the discussions and actions within and outside of the network;
- Works with Neighborhood Connections to build the network by;
 - Recruiting new members

- Meeting with community partners and community members to invite people into the network;
- Works in partnership with Foundation staff to develop and implement Community Foundation strategic priorities for grantmaking to improve outcomes for the Lorain County community by identifying cross-cutting issues and aligning strategies (i.e., Workforce and Economic Development, Youth & Social Services, Neighborhoods, Education, Health and Environment).
- In collaboration with Community Foundation staff, identify, assist with, and advance opportunities to promote diversity, inclusion, and equity for all residents of Lorain County.
- In collaboration with the Cleveland Action Strategist from ioby:
 - Find and develop relationships with community partners to locate residents with community projects that are eligible for match funding.

Required Qualifications, Credentials, and Technical Skills:

- Two-year degree OR Community organizing experience relevant to the work described. Course work and/or community experience demonstrates an interest in one of the fellowship’s focus areas. (Focus areas/interests needed: community engagement, project management, organizational planning).
- Respect and belief in residents’ power and ability to create change.
- Willingness to be committed to the asset-based community development approach/strategy.
- 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 designing and executing programs or events.
- Ability to handle sensitive and confidential information tactfully and respectfully.
- Ability to operate in a fast-paced environment and consistently prioritize work to meet deadlines.
- Strong leadership skills.
- Strong communication/writing and computer skills.
- Flexible, entrepreneurial spirit.
- Ability to work evenings or weekends as needed.
- Interpersonal/communications skills – willing to negotiate and discuss issues honestly and clearly.
- Comfortable speaking in front of groups/making presentations.
- Sales/marketing skills with the ability to “knock on doors.”
- Team player – help others and be supportive.
- Proficient with MS Office.

Interested candidates: Please send a cover letter and resume to hr@peoplewhocare.org.

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

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