



Connecting People Who Care with Causes That Matter

Position Title: Community Engagement Fellow

Position Type: Full-Time, Temporary (anticipated calendar year 2024 or 12 months); Non-Exempt

Reports to: Program Evaluation and Integration Officer

Salary Range: \$35K

Date Revised: January 2024

PURSuing DIVERSITY, EQUITY, INCLUSION & BELONGING:

We are committed to ensuring a vibrant, just and equitable Lorain County that supports everyone. We will harness the diversity of our resources and intentionally listen, learn and respond to the needs of the community to advance Diversity, Equity, Inclusion & Belonging in our organization and grant making.

CORE VALUES:

- **EXCELLENCE PROVIDING THE BEST SERVICE TO ALL**
- **BELONGING INTENTIONALLY PURSUING DIVERSITY, EQUITY, INCLUSION & BELONGING FOR ALL**
- **COLLABORATION WORKING TOGETHER FOR THE BETTERMENT OF THE WHOLE**
- **LEADERSHIP PROACTIVELY ADDRESSING COMMUNITY ISSUES TO BUILD STRONGER LEADERS AND MORE INCLUSIVE AND EQUITABLE COMMUNITIES**
- **LEARNING PROVIDING EDUCATION ABOUT PHILANTHROPIC OPPORTUNITIES AND PURSUING KNOWLEDGE TO CONTRIBUTE TO THE ADVANCEMENT OF THE LORAIN COUNTY COMMUNITY**

Job Description

As the **Community Engagement Fellow**, you will play a crucial role in shaping and executing our organization's neighborhood engagement, residential engagement and residential leadership activities through its current partnerships with Neighborhood Connections and ioby.

The Fellow must have an interest in or strong respect for asset-based community development and community engagement to encourage and support leadership amongst Lorain County residents by leading and attending Neighbor Nights in Lorain and Elyria and connecting Neighbor up network members. Additionally, the Fellow will find and advance community-based projects with match funding

(ioby). 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 Night conversations and action clinics that emerge because of Neighbor Night. The Fellow will help staff evening Community Engagement Committee meetings.

Responsibilities and Expected Outcomes

- Organize, publicize and facilitate Neighbor Nights alongside cohort members.
 - Develop relationships between the Community Foundation and residents that help facilitate the growth of the Neighbor Up network in Lorain County.
 - Develop a process for listening, summarizing and following up on the discussion and actions within and outside of the network.
 - Follow up on connections that arise in community conversations at Neighbor Nights.
- Work with Neighborhood Connections to build the the network.
 - Recruit new members/residents.
 - Meet with community partners and community members to invite people into the network.
- Work with Cleveland Action Strategist from ioby to find and develop relationships with community partners to locate residents with community projects that are eligible for match funding.
- Work in partnership with Foundation staff to develop and implement Community Foundation strategic priorities to improve outcomes for the Lorain County community by identifying cross-cutting issues and aligning strategies.
- In collaboration with Community Foundation staff, identify, assist with and advance opportunities to promote diversity, inclusion, equity and belonging for all Lorain County residents.

Required Qualifications, Credentials and Technical Skills:

- Two-year degree OR community organizing experience relevant to the work described. Coursework and/or community experience demonstrated an interest in one of the fellowship's focus areas. (Focus areas/interested needed: community engagement, project management, organization planning.)
- Respect and believe in residents' power and ability to create change.
- Willingness to be committed to the asset-based community development approach/strategy.
- Experience working effectively with people and communities from diverse cultural, social and ethnic backgrounds.
- The ability to work in a complex environment requiring significant collaboration.
- Ability to work evenings and weekends regularly, flexing time as needed.
- 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.
- Interpersonal/communication 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 to Causes that Matter

Our Vision: Lorain County is a thriving community through giving