

JOB DESCRIPTION

Job Title: Community Development Specialist
Department: Programs
Reports To: Executive Director

SUMMARY

Using the Healthy Neighborhoods approach, the Community Engagement Specialist (CDS) will produce and implement strategies, activities, and publications materials with the overarching goals of:

- Promoting a positive image and brand of the organization and the Belair-Edison community at large, and
- Building relationships amongst neighbors to strengthen social ties thereby increasing personal investment within the community. The Specialist will then engage resident support and assistance in marketing available homes in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty fully. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed. **Early morning, evening and weekend work required as determined by operational needs or assigned. Also, independent transportation is a must.**

Community Organizing

- **Through training and other activities, the CDS should work with at least 40 residents annually**
- **Manage our resident volunteer activities, including tracking volunteer hours**
- **Hold a minimum of 25 block meetings in order to secure at least 4 block beautification and additional Resident Market Leader (RML) recruits**
- **Work with Resident Market Leaders (RMLs) to develop self-managing sectors**
- **Identify and work with community organizations and other nonprofit groups to develop sustainable partnerships that will help compliment and advance our mission.**
- **Coordinate "Movies In the Park" (CDS on site for 2 showings) – minimum of four movies per summer (month of July)**
- **Visit and lend support to the "Mature Adult Group (Silver Angels)" – bi-monthly**
- **Assist the Community Development Manager with management and continuous development of the RML Institute & Initiative**
- **Attend public meetings concerning the community including Belair-Edison Neighborhood Association (BECA)**
- **Coordinate a minimum of 10 residential block clean-ups and 5 business corridor clean-ups annually**

Neighborhood Marketing

- **Create print materials for community residents, i.e. fliers, posters, etc...**
- **Will support the Deputy Director and other BENI staff with marketing initiatives**
- **In coordination with the Community Development Manager (CDM), the Deputy Director, the Marketing Consultant and the Grants & Development Director, the CDS will contribute to the content of the quarterly e-newspaper and the annual report.**
- **Submit social media content that promotes promote a positive neighborhood and BENI images to the Deputy Director weekly**

Main Street/ Business Consulting

- **Manage all required Main Street Committees**
- **Schedule & facilitate a minimum of 1 business district meeting per quarter**
- **CDS will manage relationships with reputable contractors to retrieve renderings, estimates, and work proposals needed for façade and capital improvement projects**
- **Attend all Baltimore Main Street Managers Meetings and trainings**
- **Create an email group and submit a business highlights newsletter quarterly**
- **Will log at least 2 business consulting meetings along the business corridor weekly**
- **Serve as project manager for any façade improvement projects along the business corridor**

Special Projects

- **Create and facilitate communities' gardens and art projects.**
- **Assist with management of cleaning and greening teams along the business corridor**

Grants Management

- **Provide updates on BRNI projects to Deputy Director and Grants & Development Specialist**
- **Identify grant opportunities that align with resident engagement and small business development**
- **Provide narrative for grant proposals focused on program areas**

General

- **Attend all group and program staff meetings and trainings**
- **Active member of the Programs Team**
- **Performs all other duties as assigned**
- **Independent transportation is a must**
- **Ability to work with volunteers as needed and abide by the conflict of interest and confidentiality policies of the program.**

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Master's degree preferable, however, a Bachelor's degree in real estate, marketing, communication, organizing, or related field and three years experience is acceptable. A non-degreed professional with seven years or more experience may be considered.

LANGUAGE and COMMUNICATION SKILLS

Strong written and oral communications skills are a must. Must have an ability to read, analyze, and interpret an array of data and procedures. Must have an ability to write reports and business correspondences. Must have ability to effectively and persuasively present information and respond to questions from groups of managers, residents, clients, customers, home seekers, and the general public. Must have excellent social skills with an ability to quickly build rapport with potential home buyers and other target audiences.

MATHEMATICAL SKILLS

Basic math skills

TECHNOLOGY SKILLS

Must be proficient in all Microsoft Office applications; familiarity with Adobe Creative Suite a plus.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and distance vision.

The employee will need to be able to provide or coordinate his/her own transportation.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

I have read and received a copy of the job description for the Community Engagement Specialist position and I accept all of the duties described within.

Employee

Date

Executive Director

Date