



St. Clair Superior Development Corporation

AmeriCorps VISTA Member Job Description

BACKGROUND

St. Clair Superior Development Corporation (SCSDC) seeks a self-motivated individual to fill the role of an AmeriCorps VISTA member from June 2023 through June 2024.

SCSDC serves the St. Clair Superior neighborhood, a unique Cleveland community located between the city's two largest employment centers (Downtown and University Circle) and directly borders the MidTown, Hough, Glenville, and Downtown neighborhoods (see map). Once an industrial hub with factories and companies employing workers who lived in the neighborhood, today it is home to many diverse populations speaking as many as 23 languages and dialects.

A strategic investment by the Jack, Joseph, and Morton Mandel Foundation has created exciting momentum for rebuilding the organization and refreshed leadership. Our team is growing, and we are looking to hire an AmeriCorps VISTA Member to work with our team from June 2023-June 2024.

PRIMARY DUTIES & RESPONSIBILITIES

The SCSDC AmeriCorps VISTA Member will perform the following duties:

- Understand affordable Housing to be able to provide housing programs for low-income individuals in the SCS neighborhood.
- Create a list of houses that need rehabilitation in the SCS neighborhood.
- Identify resources to assist with financing SCSDC housing rehabilitation program and apply for funding.
- Identify funding sources to assist low-income individuals access to receive housing counseling in SCS.
- Create and pilot a marketing plan for the neighborhood housing counseling program.
- Research and connect SCS residents with resources that will increase water and energy efficiency in their homes.
- Create and pilot a marketing plan for neighborhood water and energy efficient home program.
- Work with SCSDC Community Engagement Specialist on creating a robust volunteer program.

Our mission is to build a community where people live, businesses thrive,
and visitors explore - by connecting people, strengthening the neighborhood,
and seeking to always be accountable to the community.

EMAIL: info@stclairsuperior.org PHONE: 216.881.0644

QUALITIES OF A SUCCESSFUL CANDIDATE

- A sense of urgency in executing daily tasks
- The confidence to make independent decisions
- A general amiable and friendly demeanor, alongside thorough follow through on external requests and deliverables
- The willingness to communicate and collaborate with other administrators and support personnel, management, residents, and stakeholders
- Organizational skills and the ability to prioritize tasks
- Successful track record in managing projects
- Excellent verbal and communication skills
- Writing/Typing/MS Office

PREFERRED QUALIFICATIONS

- Some office and community-based work.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

This posting is for an AmeriCorps VISTA Member to be paid through the Ohio CDC Association.

SCSDC is a proud equal opportunity employer.

Please email your resume along with a cover letter by Monday, March 27, 2023 to:

info@stclairsuperior.org

