



St. Clair Superior Development Corporation

AmeriCorps VISTA Member Summer Associate Job Description
Serving June 5, 2023, through August 11, 2023

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

In an effort to build the capacity of SCSDC:

- **Host 4 community volunteer events to engage and meet new neighbors in SCSDC neighborhoods.**
- **The Summer Associates will be responsible for the development of the projects from start to finish including design, marketing, engagement with residents, stakeholders and businesses.**
- **Reporting to the organization the outcomes, including recommendations for future volunteer projects.**

In an effort to increase access to fresh and healthy foods to low-income individuals and communities through SNAP benefit education and food access programs.

- **The Summer Associates will be responsible for researching current community gardens in the SCS neighborhood, finding garden leaders, and identifying needs.**

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

- The Summer Associates will be contacting local CSA (Community Supported Agriculture) providers. Specifically, ones that accept the SNAP benefit.
- Identify and secure a CSA that would do a pickup in SCS neighborhood.
- Promote the program to neighborhood residents.

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, April 10, 2023 to:

info@stclairsuperior.org

