



## **Cleveland Neighborhood Workforce Initiative**

### **Workforce Organizer**

#### **Position Description**

**About MidTown.** MidTown Cleveland, Inc. (MTC) is a dynamic and high performing 501(c)(3) economic and community development corporation whose mission is to leverage the diverse assets in the area to develop a dynamic neighborhood that unites the city's downtown and innovation districts. MTC has seen remarkable growth and transformation over the past several years as more businesses, nonprofits, residents, and institutions move to the neighborhood, stimulating development and helping change the area from a pass-through to a place. MTC aspires to create a model equitable neighborhood, with strategies to ensure that all people benefit from and shape our neighborhood's growth and change, particularly historically marginalized people of color. More information on MTC is available at [www.midtowncleveland.org](http://www.midtowncleveland.org).

**Program Background:** In partnership with Towards Employment, The Cleveland Neighborhood Workforce Initiative – a Community Workforce and Training Project - is designed to build community resource knowledge, engagement and increase job readiness across Cleveland neighborhoods, as well as create opportunities for job growth and workforce trainings.

**Workforce Organizer** The ideal candidate is passionate about Cleveland neighborhoods, its residents. The Workforce Organizer will work with their team to engage with community residents, partners and surrounding entities as they recruit and provide workforce training information. The Workforce Organizer will focus on concentrated areas for data collection, engagement and outreach in the neighborhoods that are prioritized by their CDC and Towards Employment.

#### **Main roles and responsibilities include:**

- Follow the guidance of the Workforce Program Coordinator to begin outreach and engagement efforts
- Work with community organizing team to outreach and canvass
- Collecting and tracking field data
- Canvass door to door and community events
- Routinely convene with the organizer teams and adhere to reporting requirements

#### **Minimum Qualifications**

- A High School diploma or GED is required
- 2-5 years of experience in community building, engagement, or serving clients in a social service
- A valid State of Ohio Driver's License/ID is required

#### **Personal Characteristics**

- Exceptional oral and interpersonal communication skills
- Self-starter, resourceful, learner, and accountable for results
- Works independently and in a team environment

**COMPENSATION AND BENEFITS:** This is a 1099 contractor position, a W9 is required to be completed. Hourly rate is \$20 an hour. 20 hours a week is required. MidTown is an equal opportunity employer. Email resume & cover letter to [ajones@midtowncleveland.org](mailto:ajones@midtowncleveland.org) with the job description in the subject line.