



# YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



[www.yndc.org](http://www.yndc.org)



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

## Community Engagement Fellow Job Description

**Work Schedule:** Full Time, Monday – Thursday 7am-5:30pm, some evening and weekend work may be required  
**Compensation:** \$22-25 per hour, Health Insurance, 401k

Under the direction of the Neighborhood Stabilization Director, the Community Engagement Fellow will work with staff, partners, neighborhood leaders, and community volunteers to involve residents in YNDC's work; activate community space; advance neighborhood safety; and keep residents and partners informed about YNDC's programs, services, and activities across the city.

### Skills/Qualifications

1. Current resident Youngstown, Ohio is strongly preferred.
2. Must have a valid driver's license and reliable personal vehicle for local travel. Mileage is reimbursed.
3. Bachelor's degree in a humanities or business-related field is preferred. Work experience is considered.
4. Good verbal and written communication skills and an eagerness to work with a diverse team.
5. Experience in customer service is preferred.
6. Experience using Microsoft Office suite or Google Suite is required.
7. Willingness to learn a variety of new skills related to neighborhood development and project management.
8. Eagerness to contribute to efforts to improve the quality of life in Youngstown's neighborhoods.

### Responsibilities

1. Conduct program outreach to residents and partners at public meetings, events, and door-to-door in neighborhoods to provide updates and information about all of YNDC's programs and services.
2. Manage, maintain and update YNDC's organizational output tracking databases.
3. Analyze organizational outputs and data to evaluate, demonstrate, and communicate the impact of YNDC's efforts.
4. Coordinate YNDC's parks and corridor activation activities.
5. Facilitate engagement around citywide park improvement projects coordinated by YNDC.
6. Coordinate neighborhood safety and violence prevention activities.
7. Coordinate tree planting and other neighborhood improvement activities in partnership with resident-led organizations.

**TO APPLY**, please send cover letter and resume to [jdaugherty@yndc.org](mailto:jdaugherty@yndc.org) – Attention: Jack Daugherty

**OR:** Apply via Indeed

**YNDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.**



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