



Joy Southfield Community Development Corporation's (JSCDC) goal is to represent, strategize and implement community economic development in the Cody-Rouge and Warrendale neighborhoods. We promote social cohesion, and sense of place, while reinforcing healthy lifestyles. For nearly 20 years, we have been successful in designing, deploying and sustaining neighborhoods in west Detroit. Bringing together the voices, expertise and resources to support residents and business in building a healthy and thriving community.

Community Engagement and Special Projects Coordinator – JOB DESCRIPTION

The Community Engagement and Special Projects Coordinator is primarily responsible for community engagement activities; including communications plan/branding, fundraising and community events, grant research and writing, buildout and implementation of Salesforce, volunteer recruitment and development and social media implementation. She/he will work with the Executive Director to deliver successful partnerships and community building events, coordinate and advance community engagement activities using a variety of engagement tools to grow partnerships and resources.

This is an estimate of the duties to be included:

40% Community Engagement

- Develop and implement ongoing communications plan
- Develop and implement ongoing community preparedness plan
- Identify and expand partnership opportunities, which align with strategic direction and expand opportunities
- Work with Executive Director to develop a long-term strategy to advance program and operational goals and objectives including; capacity building, geographically focused strategies and neighborhood initiatives
- Work with senior level staff on various programming, including summer farmers market and home repair programs
- Engage new partners and mentors through community outreach, organizing and events
- Writing for social media outlets and website to promote Joy Southfield CDC.
- Draft, distribute, and pitch news releases, media alerts and other stories
- Interviewing program participants for testimonials and success stories
- Organize and attend monthly partnership, stakeholder and community meetings
- Community outreach to organizations, general public and donors with JSCDC's vision
- Collaborating with staff on new ideas, directions, and venues for marketing and communications methods/resources
- Identify, initiate, and deepen relationships with various community stakeholders
- Implement meetings, surveys, and other ways for communicating with, and receiving feedback from stakeholders about JSCDC and its initiatives

40% Salesforce Implementation

- Lead development and buildout of Salesforce including documentation of existing and future data.
- Administer Salesforce on a day-to-day basis, including managing user accounts, profiles, permissions, page layouts, dashboards, reports, customization of objects, fields, record types, page layouts and validations, etc..

- Creating and maintaining documentation on processes, policies, application configuration and help related materials for users as database applications are developed
- Develop and create customized reports and dashboards;
- Keeping abreast of new Salesforce features and functionality and providing recommendations for process improvements;
- Participate in and serve as the lead for any Salesforce related projects
- Assist management with vetting, selecting and implementing new Salesforce related technology solutions
- Train new and existing users on how to use database applications

20% Special Projects as assigned.

- Lead and manage Catchafire projects with volunteers. Incl. Website updates, marketing and branding materials, and fundraising, etc.. Others as assigned
- Assist ED with 2020-2022 strategic planning

Preferred skills and Qualifications:

- Bachelor's degree in business or public administration, urban planning, or related field.
- 2+ years Grant research and writing
- 2+ years of volunteer recruitment, management and retention
- Outgoing and enthusiastic about connecting with various stakeholders
- Event planning and implementation
- Familiar and use of social media outlets
- Knowledge and experience in using Salesforce or related CRM
- Ability to prioritize and handle multiple projects simultaneously
- Self-starter with a strong ability to use initiative and work autonomously
- Data management skills
- Exceptional verbal and non-verbal communication skills
- Ability to be flexible and adapt to the situation at present
- Excellent collaboration and relationship building skills that establish partnerships and effective teamwork.
- An innovation mindset that actively solicits and fosters the ideas of others. Forward-thinking and entrepreneurial
- Manage multiple projects and shifting priorities.
- Be detail oriented while also seeing the big picture.
- Establish and manage positive relationships with outside agencies and other stakeholder groups.
- Solve problems and make sound decisions.
- A commitment to public service and contributing to positive community solutions.

Physical Demands & Work Environment

- Be able to work in a standing position for long periods of time (up to 8 hours)
- Be physically able to lift, reach, bend and stoop frequently lift up to 50 pounds

Compensation

This is a full-time salaried position at \$30,000 annually. The position offers holiday and paid time off. No health benefits are included at this time.