



**Jack, Joseph and Morton Mandel Foundation**

**Neighborhood Leadership Development Program | CDC Leadership Program**

## **Project Coordinator Job Description**

The Neighborhood Leadership Development Program (NLDP) uniquely develops the diverse leadership abilities of engaged Clevelanders who are committed to creating a city and region which works for everyone. NLDP is comprised of three interlocking program facets. The program's core curriculum is an eleven-month sixteen-session leadership training and development program. Secondly, NLDP manages a multi-layered graduate support program. It's third facet is the provision of consistent program coaching for participants and graduates of the program.

The Community Development Corporation Leadership Program (CDCLP) engages high level CDC directors, board presidents and other CDC leaders to help improve their leadership skills and their professional capacity to make a greater impact on the neighborhoods they serve through education, coaching, and experiential activities that involve critical issues facing CDCs and neighborhoods. Each Cohort will consist of 12 sessions over 10 months that will address issues and best practices that CDC leaders are facing.

NLDP/CDCLP are seeking a Project Coordinator for its leadership development and community engagement programs based in Cleveland, Ohio. A successful candidate must have a passion for leadership development in our community, a devotion to lifelong learning, and the ability to be flexible and be able to handle multiple responsibilities in multiple areas of the programs that will grow over time.

### **Position Description**

The Project Coordinator is responsible for providing support and coordination to the overall day-to-day operations of NLDP/CDCLP. The Project Coordinator must be able to effectively and efficiently manage, administer and support the operation of the NLDP/CDCLP office and its programs. Reporting to the Executive Director, the Project Coordinator will carry out the responsibilities of the position as defined below:

### **Job Duties and Responsibilities:**

- Manages day to day operational aspects of the programs as directed by the Executive Director.
- Coordinates and monitors assigned projects in order to ensure effective operations and compliance with established standards.
- Prepares printed session materials for all cohort participants.
- Assists in preparing session and program communications and mailings.
- Assembles, disseminates and collects session materials.
- Organizes session materials for NLDP and CDCLP.

- Schedules interviews for potential NLDP/CDCLP candidates.
- Participates in NLDP Care Calls.
- Prepares and manages distribution of recruitment materials to vendors and organizations.
- Prepare and disseminate recruitment packets for Graduates and the general public.
- Attends all NLDP/CDCLP sessions, meetings and events as required.
- Assist Executive Director with special projects and participant cohort sessions.
- Assist Executive Director with other program elements of NLDP/CDCLP as needed.
- Assists with communicating the goals of both programs to the broader public.

**Knowledge, Skills and Abilities:**

- Bachelor degree, with emphasis in social work, volunteer management, community organizing and/or education or equivalent experience.
- Two or more years of experience in project management and/or leadership development, working with community organizations and/or community organizing.
- Excellent organizational, writing, verbal, and interpersonal skills.
- Creativity and ability to take initiative.
- Ability to manage several projects at a time with exceptional attention to detail.
- Experience working in racially, ethnically, and socioeconomically diverse urban communities.
- Computer literate including all MS office applications.
- Ability to work weekends and evenings.
- Passionate about making Cleveland a better place.

**Compensation:**

Salary Range: \$50,000 - \$59,500 per year + Benefits

**To Apply:**

Email your Cover Letter, Resume and Three References to: Julia Ferra at [jferra@nldpcleveland.com](mailto:jferra@nldpcleveland.com) no later than 5:00 pm on Friday, October 29, 2021. For more information about NLDP and CDCLP, go to [nldpcleveland.com](http://nldpcleveland.com) and [cdclp.org](http://cdclp.org).

**NLDP/CDCLP are Programs of the Jack, Joseph and Morton Mandel Foundation**

The mission of the Jack, Joseph and Morton Mandel Foundation is to contribute to the flourishing of the United States and Israel as just, inclusive, compassionate and democratic societies, and to improve the quality of life of all citizens in both countries. The Foundation's major areas include leadership development, management of nonprofits, humanities, Jewish life and urban engagement.

NLDP/CDCLP is currently working in-person from our office in Cleveland and is holding in-person program sessions; therefore, we require all staff persons to be vaccinated for COVID-19 and to provide proof of vaccination.

**AN EQUAL OPPORTUNITY EMPLOYER**