



# Neighborhood Development Intern Job Description

## GENERAL

<b>Organization:</b>	Youngstown Neighborhood Development Corporation (YNDC)
<b>Background:</b>	In February 2009, the Youngstown Neighborhood Development Corporation (YNDC), a multifaceted neighborhood development organization, was launched in partnership with the City of Youngstown and Raymond John Wean Foundation to catalyze strategic neighborhood reinvestment in neighborhoods throughout the City of Youngstown. The YNDC will transform neighborhoods into meaningful places where people invest time, money, and energy into their homes and neighborhoods; where neighbors have the capacity to manage day to day issues; and where neighbors feel confident about the future of their neighborhood.
<b>Mission:</b>	The Youngstown Neighborhood Development Corporation is committed to improving the quality of life in Youngstown by building and encouraging neighborhoods of choice for all.
<b>Title:</b>	Intern
<b>Work Schedule</b>	Part time 15 to 30 hours per week, evening and weekend work required

Under the general supervision of the Assistant Director the Intern will conduct neighborhood development and administrative activities related to communications, neighborhood event and meeting coordination, programming and quality of life issues in focus neighborhoods. The primary objective of this internship is to motivate residents to view themselves as vital stakeholders in the transformation of their neighborhood.

## SKILLS/QUALIFICATIONS

1. Bachelor's degree in business/public administration, marketing, nonprofit management, urban planning, social studies, or related field from an accredited college or university.
2. Experience with Microsoft Office Suite including: Word, PowerPoint, Excel, Access, and Publisher.
3. High level of professional ethics.
4. Ability to effectively communicate the organization's mission and vision.

5. Ability to work effectively with key partners and manage relationships with program clients and neighborhood residents.
6. Ability to manage/coordinate/prioritize multiple outreach efforts, project and events simultaneously.
7. Ability to work independently of and in collaboration with other staff of the organization.
8. Demonstrated commitment to neighborhood based collaborative processes.
9. Proven experience working with neighborhood constituencies in urban neighborhoods.
10. Understanding of nonprofit organizational structure and related material.

## **RESPONSIBILITIES**

### **Programming:**

1. Assist Program Coordinators with program logistics and outreach.
2. Assist with preparation of marketing materials.

### **Resident Engagement and Relationship Building:**

1. Conduct extensive on the ground outreach in YNDC focus neighborhoods (eg: door to door, mailings, flyers, phone calls, newsletters)
2. Work with existing neighborhood groups and other neighborhood stakeholders to address issues related to neighborhood transformation.
3. Design and implement ongoing outreach efforts to ensure broad based and neighborhood resident participation in planning and development.
4. Build trusting relationships with a diverse group of neighborhood residents and stakeholders.
5. Maintain a consistent and visible presence in the focus neighborhoods.
6. Develop and maintain a database of resident leadership and volunteers for each focus neighborhood.

### **Community Building:**

1. Coordinate and produce neighborhood events and small block projects such as neighborhood picnics, clean up/paint up events, educational events, and community dialogue.
2. Serve as a central information and referral resource for all things related to neighborhood development.
3. Develop, maintain, publish and distribute a neighborhood newsletter with a calendar of events.
4. Assist neighborhood groups with addressing quality of life issues.
5. Work with YNDC partners (city departments, MVOC, MYCAP, social service agencies, etc.) to increase the likelihood that all eligible and qualified residents in focus neighborhoods are accessing all services available to them.

### **Neighborhood Planning:**

1. Identify, quantify, and maintain a database of neighborhood resources.
2. Facilitate resident involvement in neighborhood development and planning efforts.
3. Identify opportunities for grant funding related to neighborhood development.

**Administrative**

1. Maintain records that document outreach activities, resident input/involvement, and neighborhood events.
2. Assist staff with activities as needed.

To apply please send cover letter and resume to:

Youngstown Neighborhood Development Corporation  
201 E. Commerce Street,  
Suite 140  
Youngstown, Ohio 44503  
Phone: 330.480.0423  
Fax: 330.743.1322  
Email: [info@yndc.org](mailto:info@yndc.org)

*Equal Opportunity Employer*