



COME TOGETHER & THRIVE

Job Posting Notice

Position Title: Part-time South Euclid MyCom Coalition Coordinator (15-20 hrs. per week at \$15/hour).

Reports To: Director of Community Services

MyCom is a network committed to igniting positive futures for Greater Cleveland Youth by connecting them with community based innovative programming and transformational services. The Mission of the South Euclid MyCom Coalition is mobilizing youth to empower their families and community through active partnerships to build a stronger, safe, and healthier neighborhood. Through its Youth Development Community Plan, the Coalition has identified the following youth priority areas: Education, Jobs, Safety, and Community Activities.

Position Summary: The City of South Euclid is seeking a part-time coordinator to act as a liaison between the community, coalition core members and the regional MyCom Network. The ideal candidate will be a highly organized, self-starter with strong written and verbal communication skills. He/She must be passionate about youth and community development.

The primary responsibilities of the MyCom South Euclid Coordinator include but are not limited to:

- Maintain current contact information of local and network partners.
- Continue to build and deepen relationships with youth-serving stakeholders in South Euclid and with providers serving youth from South Euclid across the region.
- In coordination with the Director of Community Services, schedule monthly Core Member meetings: Secure location, send meeting notices, record and distribute minutes, invite guests and potential new partners, assist with developing an agenda, and report progress to the Core Members.
- Distribute information to partners, print and e-mail, in a timely manner
- Represent the South Euclid MyCom Coalition at meetings:
 - o Monthly MyCom Region/Neighborhood Coordinator Meetings.
 - o Local School/Community Meeting and Events i.e. partner events, City of South Euclid events, School and Library events, etc.
- Facilitate collaborative MyCom programs (i.e. MLK Day of Service, Make a Difference Day, Global Youth Service Day, Advocacy Day, MyCom Youth Council)
- Facilitate Neighborhood youth participating in MyCom network programs (i.e. MyMedia, MyPath, FLOW, YOU Summer Employment Program)
- Submit reports to the City of South Euclid and MyCom intermediary on the status of Neighborhood work
- In coordination with the Director of Community Services and all stakeholders, create and submit annual neighborhood workplan.
- Assist in the coordination and day-to-day activities of South Euclid's Summer Youth Programs.
- Assist in the coordination and day-to-day activities of South Euclid's Summer Food Service Programs for youth.
- Other duties/responsibilities assigned by the City of South Euclid pertaining to youth development programs.

Qualifications:

- Bachelor's Degree Preferred
- Minimum High School Diploma or GED
- Minimum One year of Administrative Experience
- Minimum One year of Youth Development Experience
- Proficiency in the Microsoft Office Suite
- Reliable transportation a must
- Some evenings and weekends required

Please submit a completed City employment application with cover letter and resume by March 20, 2020 to: Keith Benjamin, Director of Community Services, City of South Euclid, 1349 South Green Road, South Euclid, Ohio 44121. Completed applications may also be emailed to kbenjamin@seuclid.com. Employment Applications are available at the Reception Desk at City Hall or by visiting: www.cityofsoutheuclid.com/employment-opportunities.