

## **Position Available: Part-Time Community Engagement Manager**

**Grandmont Rosedale Development Corporation (GRDC)** is a non-profit community development corporation working to preserve and improve the Grandmont Rosedale community of northwest Detroit through community and economic development.

GRDC is currently seeking candidates for the position of **Community Engagement Manager**. The Community Engagement Manager will be responsible for the successful implementation of GRDC's community engagement activities, including placemaking and beautification projects, planning initiatives, resident engagement and client services.

The Community Engagement Manager reports to the Program Director and his/her duties include the following:

- Supervise interns and volunteers as needed
- Recruit and manage volunteers for community events and activities
- Ensure residents are informed and engaged in city and community planning efforts impacting the Grandmont Rosedale neighborhoods
- Oversee foreclosure prevention and other family independence interventions
- Attend outreach events and conduct one-on-one sessions with residents in need of digital literacy support in partnership with Connect 313
- Represent GRDC at city, community and partner meetings
- Provide support to the resident led Vacant Property Task Force and Crime Prevention Task Force aimed at reducing blight, vacancy and crime in Grandmont Rosedale
- Maintain strong relationships with Grandmont Rosedale's five neighborhood associations and their leaders
- Ensure resident voice and engagement across GRDC programs and activities
- Manage social media and weekly e-blast

### **Desired Qualifications**

- At least 1 year experience in program or project management within a non-profit, government or relevant corporate setting
- Bachelor degree from a 4-year accredited college or equivalent work experience
- Knowledge of the community development landscape in Detroit neighborhoods
- Demonstrated passion for community improvement
- Grant writing experience is preferred, but not required

Applicants must be well organized, highly motivated and hard working. Applicants must have strong written and verbal communications skills and be able to work well with diverse populations.

**Job Type:** Part Time, 20-30 hours per week, Non-Exempt Position with the possibility of expanding to full-time in the future. Most work will be performed between the hours of 9 am to 5 pm, but successful candidates must be willing to work flexible hours, as occasional community events will occur on evenings and on weekends. This position is hybrid, requiring equal parts in-person work with remote work opportunities.

**Pay:** \$20-\$23/hour

**Benefits:** GRDC offers paid time off to part-time employees along with 8 other holidays.

**To Apply**

To be considered, by **2/28/23** please mail or email your resume, the names of three references, and your salary requirements to:

attn: Becki Kenderes, Program Director  
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