



# Community Outreach & Research Associates Wanted!

Cleveland Metroparks Zoo, in collaboration with AmeriCorps and Antioch University, is looking for **THREE full-time Community Outreach & Research Associates** to assist with an exciting, hands-on community-based research project starting in June, 2022! Positions will help build upon the capacity of target Cleveland neighborhoods (Detroit Shoreway, Tremont, Ohio City, Stockyards, Clark-Fulton, Old Brooklyn, and Brooklyn Center) by assisting Zoo staff with outreach, coordination and relationship building to co-create conservation programming with the community.

**Interviews to Begin: April, 2022**

**Position Start Date: June 6, 2022**

## Duties & Responsibilities:

- In conjunction with Zoo staff...
  - Help co-coordinate methods that the Zoo will employ to engage residents in target neighborhoods
  - Build relationships with community leaders, organizations, businesses and schools from target neighborhoods
  - Disseminate project information and address related questions and concerns from the communities in target neighborhoods
  - Coordinate logistics and planning of Zoo-led community meetings with community organizations and leaders
  - Collaborate with Cleveland Metroparks Marketing Department in the development of all external facing materials developed for community engagement project.
  - Assist with preparing presentations and informational documents for community outreach activities
  - Assist with information collection during virtual meetings including notes on community input, observations, etc.
  - Attend regular project meetings with Zoo staff
  - Attend Zoo communications, diversity and animal handling training and represent Cleveland Metroparks Zoo positively in the community

## Successful candidates must:

- Have a valid Ohio driver's license in order to transport Zoo resources in a Zoo vehicle.
- Have reliable transportation and childcare scheduled to commute to and work from the Zoo four days a week starting June 6, 2022.
- Have a passion for working with diverse teams of Zoo staff and target neighborhood residents
- Be proactive in speaking regularly with organizations and community leaders at meetings, through video conferencing, email, and phone
- Be proficient in MS Word, Powerpoint, and Excel as well as Google Drive (Google docs, sheets, slides) for data collection and reporting purposes

- Have the ability to work at the Zoo as part of a small, cohesive team and independently when out in the community
- Have interest in learning more about workplace culture at the Zoo
- Be excited about representing Cleveland Metroparks Zoo in the community

**Desired experience:**

- Resident of one of the target neighborhoods (Old Brooklyn, Brooklyn Centre, Detroit Shoreway, Ohio City, Clark-Fulton, Stockyards, Tremont).
- Some experience with community engagement, community organizing, educational programming, communications, or facilitation
- Strong oral and written communication skills, including public speaking

**Work environment:**

- Work hours are 9:30am to 5:00pm (32 hours a week) at the Zoo. Hours will be adjusted as needed to meet the community engagement goals. Evening and weekend hours for community engagement events will be common.
- Develop with Supervisor input and complete a Professional Development Action Plan that will focus on a skill to be used in a project over the course of the year.
- Participate in regular weekly meetings with the Zoo, Antioch and AmeriCorps teams.
- Participate in monthly Zoo Conservation Education team meetings and trainings such as staff development, program development, animal handling.
- Follow policies and procedures in place for Cleveland Metroparks seasonal employees at work and at all community engagement events.
- Participate in and complete all required trainings offered by AmeriCorps/Antioch and Zoo as it relates to program.
- The Zoo will provide uniform shirts, a computer and phone to use for business during the course of employment

Preference will be given to those who are familiar with target neighborhoods in Cleveland and with education program development experience.

Position will extend 12 months from the start date with potential for renewal up to 2 years total.

**Compensation:**

- A modest annual stipend is provided as part of contract (bi-weekly payment)
- Plus Benefits:
  - <https://www.vistacampus.gov/members/benefits-of-service>
  - Healthcare reimbursement benefit available
  - End-of-service award available at the end of first year
  - Child care reimbursement benefit for qualifying applicants

**To apply, send resume to Nadya Bennett @ nbennett@antioch.edu**