



***We are seeking an enthusiastic and organized individual to join our team and serve as our “Healthy Neighborhoods” Program Assistant.***

Community Building Partnership of Stark County, Inc. (“CBP”) is a nonprofit, 501(c)3 organization dedicated to strengthening Stark County neighborhoods through education and investment. We are a small, team-oriented staff of 4 full-time individuals, with an active Board of Trustees, all dedicated to our mission. Last year, along with Stark Community Foundation, we formed the Stark County Neighborhood Partnership Program (SCNPP) designed to train and support neighborhood association leaders in developing data-driven, collaborative projects that address concerns at the local level. We partner with Stark County neighborhood associations, county and local municipalities, community organizations and agencies, all working collaboratively to improve the health and well-being of community residents. Our two programs – *Healthy Neighborhoods* and *Housing Counseling* – work together to support our mission.

Healthy Neighborhoods Program

This program follows the “Healthy Neighborhoods” concepts of nationally recognized neighborhood strategist, David Boehlke. Through education, incentives, and partnerships, residents are considered “TEAM” players, investing their “time, effort, and money” to improve their neighborhoods. We offer monthly Healthy Neighborhoods Summits and yearly Neighborhood Leadership Training workshops, assist neighborhood leaders in developing neighborhood asset maps and revitalization strategies, offer financial incentives, and support seasonal neighborhood cleanups. ***We’re looking to hire a full-time Healthy Neighborhoods Program Assistant to help with this program.***

Housing Counseling Program

We are a HUD-approved Local Housing Counseling Agency and our Housing Counseling Program Manager is HUD-Certified. This program provides budget/credit counseling, and workshops for individuals seeking to purchase a home, reach their financial goals, or realize the unlocked potential equity in their current home. We manage the City of Canton Down Payment Assistance Program, which provides down payment and closing cost assistance to qualified, low-to-moderate income, first-time homebuyers.

**Responsibilities of the Healthy Neighborhoods Program Assistant:**

- Work under the guidance and direction of our Healthy Neighborhoods Program Manager to develop and offer monthly summits, educational workshops, and special projects such as a yearly ‘Celebration of Neighborhoods’ event;
- Assist in design of marketing and promotional materials, making website updates, and social media posts;
- Provide general program support including serving as outreach liaison to Stark County neighborhood association leaders, respond to customer calls, review/process applications, and keep files up to date, etc.;

- Assist Healthy Neighborhoods Program Manager with production of monthly, quarterly, yearly program reports to funding partners and Board members;
- Maintain a positive relationship with CBP staff, city/county personnel, community partners, neighborhood leaders, and residents.

### **Qualifications:**

The **Healthy Neighborhoods Program Assistant** will have excellent administrative skills, work well with others, be self-motivated with solid time management skills, and enjoy interacting with people. In addition they must have:

1. A bachelor's degree from an accredited college or university (with any number of acceptable disciplines, including Business Administration, Public/Community Health, Education, Social Studies, Human & Social Services, etc.). Academic coursework and/or work experience can be used to demonstrate candidate has the education, skills and experience needed to perform well in this position.
2. Excellent written/verbal communication and listening skills, strong interpersonal skills, and a team-player attitude; advanced knowledge of Microsoft Office programs (particularly Excel), strong relational database skills, and familiarity with website and social media platforms. Proficiency with graphic design software, and GIS software a plus.
3. Ability to effectively manage multiple responsibilities, projects, and priorities, and complete work in a timely and efficient manner with accuracy and attention to detail.
4. Respect for economic and cultural diversity, and ability to develop effective working relationships with diverse individuals.
5. An interest in strengthening the lives of people and neighborhoods in Canton, Alliance, Massillon, and Stark County. Knowledge of City of Canton and Stark County area is a plus.

**Successful candidate must be drug-free, undergo a criminal background check, and possess a valid driver's license and reliable transportation. Regular working hours are Monday through Friday, 9 a.m. to 5 p.m, with occasional evening and weekend activities related to Healthy Neighborhoods and SCNPP programming (i.e., community outreach events, educational workshops, seasonal neighborhood cleanups). This is a full-time, salaried position with health benefits.**

**How to Apply:** Interested individuals may submit the following items for consideration:

- cover letter summarizing how your education and experience will support you as our Healthy Neighborhoods Program Assistant
- resume
- complete contact information for 3 professional references

Submit above materials by email as pdf to ([maustin@communitybuildingpartnership.org](mailto:maustin@communitybuildingpartnership.org)) or by U.S. Mail to:  
Maureen Austin, Executive Director  
Community Building Partnership of Stark County, Inc.  
400 Market Avenue North, Suite 400  
Canton, OH 44702

**Applications will be accepted until 5pm on Friday, January 27, 2023.**

*Equal Opportunity Employer*

01.03.2023