

# Hazelwood Initiative, Inc. (HI) Job Description

Job title	<i>Director of Engagement &amp; Sustainability</i>
Reports to	<i>Executive Director</i>

## Organization Background

Hazelwood Initiative, Inc. (HI) is a growing community development corporation, founded in 1999 and dedicated to being a leader in building a stronger Hazelwood through inclusive community development. HI is pursuing an aggressive agenda of real estate and environmental sustainability projects for the redevelopment of the neighborhood under the community's guiding principal of "development without displacement." HI acquires vacant & blighted residential properties to renovate and sell to low-to-moderate-income homebuyers. It is also developing, managing, and preserving affordable rental housing. Our goal is to ensure that these homes remain affordable and are – along with the community as a whole – healthy and resilient. Similarly, in the business district, HI acquired key buildings to ensure that Hazelwood's Second Avenue corridor has a vibrant retail component that serves the community while attracting a larger market to the neighborhood. Additionally, HI has burgeoning environmental justice programming geared toward ensuring both healthy homes and a healthy community. All of this is done in and through a context of community engagement and planning to ensure that development is done by and for the people of Greater Hazelwood.

## Position Overview

The Director of Engagement & Sustainability is an essential member of Hazelwood Initiative's (HI) leadership team, and a key team member in the growth and development of the neighborhood. The Director leads and manages all engagement, communications, and sustainability strategies for HI to fulfill its mission "to be a leader in building a stronger Hazelwood through inclusive community development". The Director will work as a part of the executive leadership team to achieve the goal of Hazelwood being a strong, diverse, mixed-income community.

The engagement role will focus on providing critical information to community stakeholders through various media as well as providing opportunities for them to engage with decision-making processes that will shape the future development of their neighborhood. Additional engagement centers on connecting stakeholders to housing, utility, and job assistance resources that will help them to stay securely housed.

The sustainability role will look to improve environmental health and climate resilience through strategic infrastructure investments, careful land use planning, university research partnerships, and community beautification projects.

It is anticipated that, over time, up to three full-time equivalent (FTE) positions will report to the Director of Engagement & Sustainability. The FTEs may be comprised of traditional staff, post-baccalaureate fellows, social work field placement students, or similar.

## Duties and Responsibilities

The Director of Engagement & Sustainability has primary responsibility for carrying out or managing the following:

- A. *Outreach & Engagement: Form trusting relationships with diverse neighbors and stakeholders*
- Coordinate and facilitate monthly community meetings and environmental development meetings.
  - Build coalitions with neighbors, local community organizations, and stakeholders to advance organizational and community goals.
  - Plan and host annual community celebrations: MLK Day, Earth Month, National Night Out, Safe Halloween, and Light Up Night.
  - Manage digital, print and phone communications – including “The Homepage” community newspaper, the website, social media accounts, e-newsletter, event flyers, and quarterly resident check-in calls.
  - Support membership development through recruitment and renewal campaigns.
  - Identify gaps in communication channels and methods being used to reach targeted populations,

B. *Environmental Health: Identify and implement opportunities to increase climate resilience and healthy food access*

- Advance implementation of the ReLeaf Greater Hazelwood Plan.
- Connect residents to weatherization and energy efficiency resources
- Increase access to healthy, affordable, and culturally appropriate food through oversight of community gardens.
- With Director of Real Estate, identify land use planning opportunities that might mitigate the risks of floods, landslides, and extreme heat.

C. *Resource Provision & Navigation: Connect residents to resources that increase housing security and economic stability*

- Manage internal Neighborhood Investment Fund program and connect residents with financial and legal assistance programs that increase housing security.
- Collaborate with partners to identify, advertise, and/or recruit for employment, training, and entrepreneurial opportunities.

**E. Community-wide, City-wide and Regional Leadership:** The Director should – as time permits – play an active role in collaboratives and single-issue campaigns to represent Greater Hazelwood in larger issues that affect the development environment of Greater Hazelwood, including but not limited to the Pittsburgh Community Reinvestment Group, the Greater Hazelwood Community Collaborative, the Local Housing Options Team (Department of Human Services), the Housing Justice Table, and the Greater Pittsburgh Nonprofit Partnership.

### **Other Duties**

Please note this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all responsibilities, duties, and qualifications required of employees assigned to this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Qualifications**

Our ideal candidate has a demonstrated passion for community development and social & environmental justice. Additionally, they will have a blend of the following:

- 5 years of experience in community organizing, community outreach; genuine enthusiasm for meeting new people; a strong work ethic, good sense of humor, and a commitment to community development and social justice.
- A degree in urban planning, social work, education or a related field from an accredited institution is preferred, but not required.
- Must be a flexible self-starter with knowledge or experience in affordable housing, climate change and environmental justice issues, and be comfortable with graphic design tools such as Canva.
- A deep and demonstrated passion and commitment to community-based organizing, relationship-building, and/or fostering collaborative community partnerships.
- Excellent verbal and written communication skills. Must be an excellent listener and facilitator.
- Ability to work individually, as well as in a team environment, including multicultural settings.
- The highest professional standards of integrity, humility, honesty, and kindness.
- Demonstrable problem-solving skills, and excel in building consensus, creating & implementing visionary strategy, and harnessing creativity.
- Excellent time management skills.

### **Working Conditions**

Hazelwood Initiative's Director of Engagement & Sustainability will have a work station in the HI office. However, it is expected that much of the Directors' work will be out of the office and in the community. The Director of Engagement & Sustainability must be able to walk, bicycle or drive their own automobile to access all geographic parts of Greater Hazelwood, including those that lie on steep hillsides. The Director will work a flexible schedule and must be available on many evenings and weekends in order to effectively reach out to residents, to engage them in outreach activities, and to arrange, attend and support community events.

### **Compensation**

Hours per Week:	40 hours
Wage Range:	\$60,000-\$70,000, based on experience
FLSA Status:	Full-time/Exempt

### **How to Apply**

Resume and cover letter should be sent to [careers@hazelwoodinitiative.org](mailto:careers@hazelwoodinitiative.org) (preferred) or Hazelwood Initiative, Inc., ATTN: Director of Engagement & Sustainability, 4901 Second Avenue, 2<sup>nd</sup> fl, Pittsburgh, PA 15207. Please reply no later than April 19, 2024.