

**Community Development Advocates of Detroit
Community Outreach Intern Position**

JOB TITLE: Community Outreach Intern

TIME COMMITMENT: September – December 2014, part-time

COMPENSATION: Yes, based on experience

REPORTS TO: Community Outreach Associate

ORGANIZATION SUMMARY:

[Community Development Advocates of Detroit \(CDAD\)](#) and its supporters strive to serve as a catalyst for the transformation of Detroit neighborhoods. For 15 years, CDAD has served as the trade association for nonprofit, community-based development organizations in Detroit. Detroit is at a critical time in its history. Population loss, property value loss, abandonment and the reality of a state emergency manager are some of the challenges facing Detroit neighborhoods and residents. Through expanded membership, new community-based planning tools (Strategic Framework model), community industry reform initiative and public policy advocacy, CDAD is working to support neighborhood efforts to improve our communities.

JOB SUMMARY:

Intern will work on tasks related to CDAD's Community Outreach and Community Organization Mapping projects under the supervision of the Community Outreach Associate. CDAD is leading a number of number of projects that involve community outreach and engagement components, including the Community Organization Mapping "d[COM]munity, Placemaking Grants, and CDAD district caucuses. The intern will gain experience in community organizing, communications and data management. The intern will also be encouraged to explore other areas of CDAD's work in order to learn more about community development activities in Detroit.

DUTIES AND RESPONSIBILITIES *(May be adjusted based on interns interest and time commitment:*

- *CDAD District Caucuses:* Conduct and/or attend outreach activities to ensure maximum knowledge of and participation in CDAD caucuses by community development organizations (CDOs) and neighborhood improvement organizations (ONIOs) throughout the city
- *Community Organization Mapping Project:* Create and implement tools for collecting data from Detroit community organizations to support CDAD mapping project

- *Placemaking projects*: Support communities in applying for CDAD Placemaking Grants (compile and disseminate basic information about Placemaking grant opportunity; organize public meetings and trainings)
- *Writing and Research*: Conduct research and create articles and content as assigned on the topics of community development activities in Detroit and CDAD members. Content will be used in a variety of communications platforms, including CDAD monthly newsletter and social media.
- *Member Services*: Implement tools and methods for tracking CDAD member information and assist with member recruitment activities
- *Community meetings*: Assist with organizing and preparation for community meetings and events as necessary
- *General*: Attend and help organize staff meetings, membership meetings and other CDAD related activities on a regular basis

DESIRED QUALIFICATIONS:

- Self-directed and able to work independently to complete assigned projects
- Excellent attention to detail
- Strong writing and research skills
- Experience in community organizing, specifically working in low-income and minority communities
- Communications and data management experience
- Experience using social media to effectively promote a project/organization/company
- Interest in urban planning, community development, or other related fields

Qualified candidates should submit a cover letter and resume via email to Aaron Goodman aarongoodman@cdad-online.org by **September 8th, 2014**.

Include **Community Outreach Internship** in the subject line. Include cover letter in the body of the email and attach resume in one Microsoft Word or PDF document.