



# COMMUNITY DEVELOPMENT FELLOWSHIP POSITION DESCRIPTION 2021 - 2022



CEDAM is seeking fellows for the 2021-22 program year to join one of 10 host communities in Michigan to effect positive change for residents, gain community development and public policy experience, and unlock their community's true potential.

Fellows will be full-time CEDAM employees, but will work on-site in their host communities during their 15 month term starting October 2021. Fellows work directly with local municipalities to implement community economic development projects, increase community engagement, and advance goals related to participation in the Michigan Economic Development Corporation's (MEDC) [Redevelopment Ready Communities](#) (RRC) Program.

As a fellow, the added capacity you'll provide your community will allow them to achieve the community development goals they've set. This work changes lives for the better!

## Host Communities

CEDAM is hiring fellows to work in the following communities:

Hancock	Kalkaska	Cheboygan	Big Rapids	Bridgeport Charter Township
Flint	Lansing	Coldwater	Tecumseh	Ferndale

## Scope of Work

Fellows will complete projects that vary by community, but may include:

- Evaluating and updating the Development Review policy
- Assessing public and private land for viability as housing or Redevelopment Ready sites
- Researching lessons learned in other communities who have ventured into the provision of contracting for fiber service
- Creating a marketing plan
- Drafting an Economic Development strategy
- Managing a website redesign, including web designer vendor selection, designing and inputting content, coordinating public participation, and communicating progress

The projects identified by each host community are available [here](#).

## **Professional Development Opportunities**

Fellows will receive training and professional development on topics such as:

- An introduction to community economic development
- Redevelopment Ready Communities (RRC) best practices
- Working with boards and commissions
- Managing conflict and meeting facilitation

Fellows will also participate in statewide networking:

- Representing CEDAM and the MEDC at statewide conferences
- Attending professional development days in Lansing

## **Qualifications**

The appropriate candidate will have a strong interest and/or background in coalition building and/or community organizing, planning, community economic development, and communications or a combination of such interests. The appropriate candidate must possess strong verbal and written communication skills, excellent attention to detail, the ability to work within a team or as an individual and be familiar with the Microsoft Office suite and Google Applications.

Though community needs vary, the following skills are required of all fellows:

### *Partnership building*

- Initiate and/or strengthen partnerships with community stakeholders
- Convene stakeholders to support project implementation, discuss progress, and identify possible areas of growth

### *Communications*

- Develop a relationship with local news media (print, digital, radio)
- Formulate a local communications and media strategy to share about project progress
- Create content for social media and a CEDAM blog post to share project highlights

### *Research & Reporting*

- Research best practices across the country to implement locally
- Create monthly, mid-year, and final reports detailing progress and accomplishments

## **Compensation**

This position is a full-time salaried position with a generous PTO and benefits package including health, vision, and dental insurance. The salary is fixed at \$45,000. This position requires some statewide travel for CEDAM-required events & training; this mileage will be reimbursed by CEDAM. Fellows must have their own means of travel within their community.

## **About CEDAM**

CEDAM is a nonprofit trade association serving the community economic development industry in Michigan. Our members are nonprofit affordable housing developers, Main Street organizations, community development organizations, community foundations, and municipalities, as well as other organizations working to ensure their communities are financially empowered, equitable, and vibrant. We host conferences and training events, manage programs, and offer funding and capacity building opportunities. CEDAM is also involved in advocacy at the state and federal level, working on consumer financial protections and community economic development issues.

CEDAM celebrates diversity of all kinds and is committed to providing a welcoming and non-discriminating environment for all who seek to work with us. Candidates can find additional information at [cedamichigan.org/about/careers](https://cedamichigan.org/about/careers).

## **To Apply**

Apply to any host community using this [common application](#) by **5 pm on Monday, July 26**. If you have any questions, contact Madeleine March-Meenagh ([madeleine@cedamichigan.org](mailto:madeleine@cedamichigan.org)).