CED Corps Member Position Description

Position Title: Downtown Business Growth Coordinator, DEGA	**Host Site:** City of Kalamazoo
Position Type: Full time, 1700 hours	**Site Supervisor:** Christina Anderson, Deputy Director Community Planning and Economic Development
Slot Type: Full term (11 months)	**Hours:** Full-time placement - 40 hours/wk
Dates of Service: Fall 2026-Fall 2027	**Stipend:** $40,000

CED Corps:

CEDAM is seeking ten CED Corps members for the 2026-27 program year to be placed within host organizations in Michigan to effect positive change for residents, gain community development and economic development experience, and lead impactful local projects.

CED Corps members will serve full time in their host organizations during their 11 month term starting October 2026. CED Corps members will work directly with their host organization to implement planning and zoning best practices, increase community engagement, and support cross-collaboration at the local level.

As a CED Corps member, the added capacity you'll provide your host organization will allow them to achieve the community development goals they've set. This work supports the goals outlined by host organizations to improve the lives of the residents they serve for the better!

About the Host Organization:

The City of Kalamazoo and the Downtown Economic Growth Authority (DEGA) are working to strengthen community economic development by supporting redevelopment, local businesses, entrepreneurs, and neighborhood investment. Our projects create clearer pathways for investment by improving development processes, expanding access to business resources, and engaging residents, property owners, and entrepreneurs. Together, we are working to promote a more inclusive, equitable, and collaborative approach to economic development that helps ensure Kalamazoo residents and businesses can participate in and benefit from the community's growth.

CED Corps Member Role and Responsibilities:

- Develop, launch, administer, and evaluate DEGA business incentive programs to support downtown businesses and entrepreneurs.
- Create and maintain program materials and systems, including applications, administrative procedures, outreach materials, applicant resources, and tools for tracking program participation and outcomes.
- Maintain business and property intelligence, including business and property-owner records, commercial property information, and a regularly updated downtown vacancy map.
- Conduct targeted business outreach and engagement to understand business needs and document openings, closings, investments, and opportunities for growth.
- Connect businesses and entrepreneurs to resources and opportunities by providing information about DEGA programs and facilitating referrals to local and regional technical assistance, financial assistance, and economic development partners.

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Participate in CED Corps member development through shared learning and collaboration activities, including an in-person orientation and final gathering. The CED Corps will also meet for monthly virtual trainings, and are expected to participate in one National Day of Service during their term.

Evaluation and Reporting:

- Members will complete midpoint and final evaluations over the course of their service term.
- Members will also submit bi-weekly timesheets, monthly reports, and quarterly narrative reports.

Preferred Qualifications:

The appropriate candidate will have a desire for service, strong interest and/or background in community economic development, planning, coalition building and/or community organizing, 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. CED Corps members are required to work the standard office hours of their host organizations.

The following skills are required of all members:

No specific background or degree is required of CED Corps members! But a minimum of 2 years of experience in these types of situations in conjunction with some post secondary education is essential for success:

- Experience facilitating a meeting with people who have more experience than them
- Complete their work without someone reminding them to do it
- Experience overcoming obstacles in work situations in the past
- Experience managing multiple professional relationships
- Comfortable working outside of the typical 9 am - 5 pm to attend community events
- Ability to use or teach oneself new software in a fast-paced role with little oversight

Minimum Qualifications:

- Be 17 years or older at the start of service (no upper age limit)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US national, or Lawful Permanent Resident

Compensation:

CED Corps members must have their own means of travel within their community. Members will receive a living allowance of $40,000 distributed in even increments, bi-weekly. Members will receive student loan forbearance for qualified loans, health care benefits, child care assistance upon eligibility, and continual professional development. Upon successful completion of service, an education award in the amount of $7,395 will be issued. Members will serve approximately 40 hours per week (a total of 1,700 hours during the service term). This position requires some statewide travel for CEDAM-required events & training; mileage to and from CEDAM required events will be reimbursed by CEDAM.

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AmeriCorps Volunteer Signature | Program Representative Signature

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Date | Date