



COMMUNITY DEVELOPMENT FELLOW POSITION DESCRIPTION



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CEDAM is seeking fellows for the 2023-24 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 lead impactful community economic development projects.

Fellows will be full-time CEDAM employees, but will work on-site in their host communities during their 15 month term starting May 2023. Fellows work directly with local municipalities to implement planning and zoning best practices, increase community engagement, and secure project funding.

The Community Development Fellowship integrates significant professional development and networking opportunities. All Fellows will be trained on the Michigan Economic Development Corporation (MEDC)'s Redevelopment Ready Communities Program and attend CEDAM's signature training, Real Estate Development Boot Camp.

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:

Laurium	White Cloud	Lansing
East Bay Charter Township	Buena Vista Charter Township	Bronson
Gaylord	Laingsburg	Blissfield
		Eastpointe

Qualifications

The appropriate candidate will have a 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. Fellows are required to work the standard office hours of their host communities.

The following skills are required of all fellows:

No specific background or education is required to join the fellowship! But a minimum of 2 years of experience in these types of situations 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

Scope of Work

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

- Creating a marketing plan
- Distributing a community survey and compiling the results
- 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](#).

All fellow projects include:

Resident engagement

- Support community efforts to include residents in long-term community planning and visioning
- Increase transparency about municipal projects by implementing strategies to communicate with residents
- Talk to residents about the opportunities they see for their community and empower them to get involved

Partnership building

- Initiate and/or strengthen partnerships with community stakeholders, including but not limited to business owners, Downtown Development Authority (DDA), Chamber of Commerce, Convention & Visitors Bureau, and school district

Research and writing

- Research examples of key municipal planning documents from other communities that integrate RRC best practices, and help customize it to reflect the unique needs of your host community
- Support efforts to draft or update key municipal planning documents, such as the public participation plan, economic development strategy, or marketing plan
- Create monthly, mid-year, and final reports detailing progress and accomplishments

Fund Development

- Support efforts to secure funding for community economic development projects, through research and/or grant writing. This may include micro-grants for placemaking projects or larger State agency grants

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.

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
- Real Estate Development Boot Camp
- 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 or other fellow host communities

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.

To Apply

Apply to any host community using this [common application](#) by **March 5**. If you have any questions, contact Sarah Teater (teater@cedamichigan.org).

Up-to-Date Vaccination Against COVID-19 Required

In keeping with CEDAM's mission and values to provide and maintain a safe workplace, CEDAM has adopted a vaccination policy to safeguard the health of our team members and their families, visitors to our offices, and the community at large from COVID-19 upon our return to the office. All employees who have not done so already are now **required** to protect themselves and others by becoming vaccinated against COVID-19 and staying up to date with their COVID-19 vaccinations. This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and the Michigan Department of Health and Human Services. This policy applies to all CEDAM staff, including fellows and AmeriCorps members.

Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. Employees ensure they are optimally protected against COVID-19 by getting vaccinated and staying up to date with a booster dose.