

Position Title: Community Development Project Coordinator	Host Site: City of Gladstone
Position Type: Full time, 1700 hours	Site Supervisor: Patricia West, Community Development Director
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:

Join the City of Gladstone as a Community Development Project Coordinator and help turn community ideas into visible, meaningful progress. The Coordinator will gain hands-on experience in downtown revitalization, redevelopment, placemaking, housing, and economic development while working with City staff, local businesses, residents, and regional partners to move priority projects from planning to implementation.

CED Corps Member Role and Responsibilities:

- Support implementation of the Downtown Action Plan, including downtown revitalization, the façade grant program, placemaking initiatives, The Depot, business engagement, and grant/crowdfunding opportunities.
- Advance vacant and underutilized property initiatives by researching best practices, coordinating with community partners, and assisting with development of a vacant building registry, inspection program, and potential rehabilitation incentives.
- Assist with North Shore redevelopment planning, including infrastructure coordination, research into brownfield and other tools, opportunities, and preparation for future developer outreach.
- Support planning, zoning, and RRC initiatives through research, project timelines, ordinance amendment coordination, meeting preparation, documentation, and other activities that help move long-term development priorities forward.



CED Corps Member Position Description



- Build community and organizational capacity by engaging residents, businesses, boards, and regional partners; identifying technical assistance opportunities; and developing systems that help projects move from concept through implementation.

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



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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.

AmeriCorps Volunteer Signature

Program Representative Signature

Date

Date