

# Service Opportunity Data Sheet

## Mennonite Voluntary Service

Great Plains Office, Box 347, Newton, KS 67114; 316/283-5100  
Great Lakes Office, Box 370, Elkhart, IN 46515; 574/294-7523



This form may be submitted by e-mail or through regular mail. MVS staff may edit position descriptions. Please be as thorough as possible in describing the agency, the position responsibilities and the qualifications. The descriptions are not limited to the space below, use extra pages, etc. Notice a detailed description of the agency is required and you must include an agency contact, address and telephone number.

---

**Unit:** Elkhart

**Date:** April 15, 2006

**Position Title:** Neighborhood Planner

**Organization/Agency Name:** Elkhart Housing Partnership

**Agency Contact:** David Young, Executive Director

500 South Main Street

Elkhart, Indian 46515

(574) 524-7030 eph.david@verison.net

---

**1. Description of the organization and its work (include some history of the agency and the population or type of people they serve):**

The Elkhart Housing Partnership (EHP) was founded in 1992 to benefit low and moderate income families by providing livable and stable neighborhoods, ensuring the availability of affordable housing and empowering people to become self sufficient.

EHP has rehabilitated over 100 homes throughout the city of Elkhart providing families with quality affordable housing and an opportunity for homeownership. EHP provided housing counseling classes to first-time homebuyers.

**2. Detailed position description (include whether position is full time or half time):**

The Neighborhood Planner will assist EHP in developing and implementing neighborhood revitalizations strategies in Elkhart communities. The majority of the of Planner's time will focus on the Morehaus neighborhood that surrounds Roosevelt School and the Prairie Street Mennonite Church. The neighborhood consists of an African American, white and a growing Hispanic population. Over the next two years the Roosevelt School will be converted into affordable housing and the surrounding residential community will be targeted improvements as well. This will be a full-time position.

Responsibilities:

Completing building survey in Morehaus neighborhood;  
Assisting with Roosevelt School planning and funding applications;  
Assist with selection, negotiation and purchase of houses for renovations;  
Work with neighborhood associations, block clubs and the Roosevelt School Task Force, and;  
Planning neighborhood building activities such as block parties, neighborhood clean ups and community organizing.

**3. Qualifications:**

- Good communication skills and willing to work with diverse population;
- Ability to speak Spanish or willing to learn;
- Willing to work independently;
- Knowledge of Microsoft Word and Excel
- Familiarity or interest in urban neighborhood planning/ improvement

**4. Worker's Compensation? Yes or No.**

**5. Comments:**

Approved by Local Leadership \_\_\_\_\_ Date \_\_\_\_\_

Approved by MVSO: \_\_\_\_\_ Date \_\_\_\_\_