



Job Announcement
Posted – March 2008
Youth/Program Coordinator

Overview: The Neighborhood of Affordable Housing (NOAH) is an East Boston based community development corporation structured to collaborate with and support residents and communities in their pursuit of affordable housing strategies, environmental justice, community planning, leadership development, and homebuyer/foreclosure prevention services. NOAH's highly regarded Community Building and Environment (CBE) Department focuses on engaging residents – youth and adults, immigrants and longtime residents – in environmental justice issues community organizing projects and other programs/projects which create social and human capital, primarily in our core neighborhood of East Boston. The Youth/Program Coordinator will primarily work on the following:

- **Environmental Justice Youth Program:** Implement year-round youth leadership/organizing program (Environmental Chelsea Creek Crew – E3C) for 6-7 teens (25 hours/wk in the summer and 6-10 hours/week during school year) + one youth intern. This is part of the Chelsea Creek Action Group (CCAG), a coalition of Chelsea and East Boston residents and NOAH and Chelsea Green Space and Recreation Committee. CCAG's mission is to transform the Chelsea Creek into an environmental, recreational, educational, and economic resource through community organizing, environmental education, awareness, and capacity building projects.
- **Know What's Up:** Implement year-round youth program with 4 youth working average of 15 hours/month to organize Youth Concerts in East Boston. The "Know What's Up" youth concert series brings together young people and local performers using Hip-Hop, spoken word and other forms of music as a tool to reach out to and raise awareness among youth about social and environmental justice issues.
- **Community Programs/Events/Public Awareness:** Coordinate recreational and educational community events and clean-ups at sites on the Chelsea Creek.
- **Our Garden:** Lead efforts in youth-led garden. The Youth/Program Coordinator will work with E3C, and collaborate with other youth programs to plan, implement, and maintain this garden, as well as use it as an educational tool. E3C is also leading a food and fitness assessment in this next year, as part of an obesity prevention program in collaboration with the East Boston YMCA.

General responsibilities include, but are not limited to the following:

- Recruit, train, mentor and supervise youth. Develop youth leadership skills. Provide guidance and/or make referrals to youth for personal development issues (e.g. school).
- Design, develop and implement youth and community programs.
- Chair the East Boston Youth Worker's Task Force
- Conduct outreach to community residents and groups, businesses, schools, churches and civic groups through one-on-one meetings, door knocking, attending community meetings, flyer creation and distribution, etc.
- Teach an urban gardening class/semester during the Extended Learning Time at the Umana Middle School Academy Middle School with support from Boston Natural Area Network's Students Learning through Urban Gardening (SLUG) program.

- Convene and run meetings and events. Publicize meetings, take meeting minutes, and follow up on action agenda;
- Work with community and site owners to improve sites and increase community access.
- Coordinate with other non-profits and government agencies.
- Write progress reports and manage income/expense budgets for programs.
- Write press releases, newsletter articles, and correspondence related to programs.
- Recruit and provide training/assistance/guidance to volunteers and interns.
- Participate in local/regional coalitions, as directed.
- Conduct grassroots and business fundraising efforts to help support events/special programs.
- Other work related to the Community Building and Environment Department, as directed.

Qualifications:

- Commitment to neighborhood revitalization, social/environmental justice efforts and community empowerment;
- Three years of youth development/organizing or related experience;
- Strong verbal, writing, organizational and interpersonal skills.
- Good computer skills - familiar with Word; experience with Excel, e-mail, database software, experience with Publisher a plus
- Ability to take initiative and work independently, as well as in a team;
- Physically capable to do outreach (walk/climb stairs), carry meeting supplies and (clean-up/landscaping) tools, garden and work on programs;
- Ability to handle multiple and complex projects;
- Strong ability to motivate people and coordinate volunteer activities
- Ability to work with diverse constituents.
- Ability to motivate residents, youth and partners to become involved in the community work
- Respect for resident decision-making and community planning
- Self- motivation, dependability, flexibility, creativity and problem solving skills;
- Patience, good listener and facilitator, sense of humor helpful;
- Flexibility to work some evenings and occasional weekends;
- Bilingual (Spanish/English) a plus;
- Gardening skills a plus;
- Strong administrative skills;
- Bachelors Degree preferred;

Salary and benefits: \$30,000 – \$35,000, depending on experience. Excellent benefits, including health and dental care coverage, life and disability insurance.

Start Date: To be determined – sometime between July 1st and August `15th

To apply, send resume and cover letter to: Neighborhood of Affordable Housing
 Laura Crandall
 East Boston, MA 02128
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NOAH is an Affirmative Action/Equal Opportunity Employer.