

Community Action Manager Job Description and Availability

SUMMARY

The Community Action Manager is a new, full-time position at Madison Park Development Corporation, a community development corporation based in the Lower Roxbury neighborhood of Boston. This position will direct outreach workers and teen peer leaders in exciting resident-led initiatives that are helping to transform the community, including a youth collaborative, a voter education and mobilization coalition, a community learning center and advocacy efforts to bring more resources to our neighborhood. This position reports to the Chief Operating Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the company's participation in the Lower Roxbury Youth Collaborative, a network of youth-serving agencies and other local stakeholders.
 - Represent company at meetings of Collaborative partners and community events.
 - Advocate for youth leadership in the network.
 - Support and supervise our outreach workers and teen peer leaders.
- Coordinate the RoxVOTE campaign, a coalition of Roxbury stakeholders and volunteers working to increase voting rates across Roxbury.
 - Set annual campaign schedule with planning committee.
 - Recruit and train volunteers.
 - Plan and carry out door-knocking, phone banks, door hanger drops, etc.
 - Track voting changes using specialized databases to document successes.
- Oversee our Public Internet Center based at Madison Park Village
 - Supervise center coordinator.
 - Recruit instructors for technology classes and leadership skills-building classes.
 - Ensure accurate tracking of center usage and outcomes of participants.
- Assist a public safety committee based in the Orchard Gardens development.
 - Supervise outreach worker.
 - Direct action campaigns as selected by the committee.
- Manage special events of company.
- Facilitate training opportunities for resident volunteers.
- Write grants annually to support programs; handle invoices and reporting.
- Other duties as assigned.

QUALIFICATIONS

- Five years organizing experience; supervisory experience.
- Preference for work in youth-serving agencies and/or voter mobilization campaigns.
- Strong written and verbal communication skills.
- Understand group dynamics and collective decision-making.
- Fluency in Spanish and English desirable.
- Familiarity with database software and Microsoft Office programs.
- Good organizational skills, attention to detail, and ability to juggle multiple projects.

- Ability to work within a team and take initiative.
- Sensitivity to racial and cultural diversity, gender orientation, and differing abilities.

HOURS AND COMPENSATION

- Competitive based on experience; generous benefits package.

To apply, please submit cover letter and resume to Janet Grogan @ jgrogan@madison-park.org.
Decisions will be made on a rolling basis.