COMMUNITY ORGANIZER JOB DESCRIPTION

THE ORGANIZATION

NewVue Communities (NewVue) is the leading non-profit housing developer in North Central Massachusetts and has over forty years serving residents in communities from Athol to Harvard.

NewVue is a community-based non-profit organization whose mission is to improve the quality of life of low and moderate income residents in North Central Massachusetts through community development. Our work is about improving and stabilizing neighborhoods, promoting business development, and building the economic, physical, and personal or individual assets of local communities and their residents. Community assets range from a house or a business to a new leader or community working together to affect a change.

THE COMMUNITY ORGANIZER

The Community Organizer reports to the Director of Community Organizing. They will be responsible for carrying out outreach, base building, training, education and leadership development opportunities for residents and stakeholders around issues that affect them, primarily focusing on the North of Main Neighborhood in the City of Fitchburg. Our goal is to increase participation in community efforts in the North of Main Neighborhood and Main Street re-vitalization.

RESPONSIBILITIES

This is a public-facing position. The candidate should be a confident public speaker and facilitator who is energized by building visibility and relationships in the community. Our ideal candidate will be an energetic, collaborative, and dependable team player who is passionate about the work and enjoys coming up with innovative ideas as well as overseeing existing initiatives. The candidate should be able to relate well to multiple stakeholders and be a strong writer and communicator. In addition, they should be
flexible, able to think creatively, and able to transition creative solutions into reality. This is an opportunity to expand and compliment an already successful, visible, and highly valued community leadership program and a new housing development with 68 housing units with an artist preference within the North of Main and have significant long-term impact on the City of Fitchburg Re-vitalization efforts.

Specific responsibilities will include:

- Provide support to the community organizing department;
- Help to identify, develop, and support community leaders -to serve on NewVue Committees, programs, Board of Directors and participate in NewVue events;
- Develop advocacy skills and strengthen capacity of community members to advocate for themselves and their community;
- Carry out community-based asset mapping efforts and surveys as needed;
- Maintain comprehensive documentation;
- Serve as a credible source of knowledge and information to community members who desire to be more involved and educated in NV organizing efforts and programs;
- Coordinate meetings, events and activities;
- Encourage participation from people in the community;
- Utilize online organizing tools and social media;
- Carry out virtual and in-person (utilizing COVID safety protocols) outreach to community members, community partners, and stakeholders;
- Travel to trainings (possibly on evenings, weeknights, and weekends) as permitted with COVID19 travel precautions; and
- Other duties as assigned by the Director of Community Organizing.

QUALIFICATIONS:

Ideal

- 1-3 years of experience in community organizing community engagement, leadership development, or similar activities;
- Strong desire to develop leadership skills, particularly with people of color in the North of Main community area and with new immigrants;
- Deep commitment to social justice and anti-oppressive practices;
- Sense of humor, integrity, and personal sense of accountability and
- Clear understanding of the communities NewVue serves in North Central Massachusetts.

Required

- Excellent communication skills both verbal and written;
- Strong organizational skills and ability to work well independently and as a team;
• Comfort interacting with people from diverse backgrounds;
• Ability to assess needs of the community and develop strong relationships;
• Bilingual (Spanish/English) speaking and writing skills are highly preferred;
  Must be comfortable using a language service tool (i.e. google translate or other app);
• Basic knowledge of Microsoft Office applications and some experience with
  Salesforce databases a plus or comfort and willingness to learn;
• Must have a valid driver’s license, access to a reliable car/insurance and
  willingness to travel throughout the NewVue’s service area and throughout the
  state for meetings;
• Must be willing to complete a community organizing training.
• Acceptable CORI/SORI required; and
• Understanding of racial justice, racial justice issues.

Note: This job description is not intended to be all-inclusive, or exclusive. This position
may be asked to perform other tasks as may be required.

The salary range for this full-time position, subject to experience and qualifications, is:
$45,000 - $60,000 plus benefits.

If you believe that you have the skills and qualifications that would contribute to NewVue
and to this position, we encourage you to apply. Please submit a cover letter and
resume as one document to jobs@nvcomm.org. No letters or phone calls please.
Questions should be addressed to: Dolores Thibault-Muñoz, Deputy Director
dtmunoz@nvcomm.org. Submit your Cover Letter and Resume by September 11, 2023.

NewVue Communities views diversity, inclusion and cultural competence as vital
principles in all of our work with clients and communities. We welcome and encourage
applications from visible minority groups members, indigenous persons, members of the
LGBTQ community, persons with disabilities, and others who may contribute to the
diversity of the organization and who reflect the diversity of the communities we serve.

NewVue Communities provides equal employment opportunities to all applicants for
employment and prohibits discrimination and harassment of any type without regard to
race, color, religion, age, sex, national origin, disability status, genetics, protected
veteran status, sexual orientation, gender identity or expression, or any other
characteristic protected by federal, state, or local laws. Women, minorities, individuals
with disabilities and veterans are encouraged to apply.