Director of Community Engagement

North Shore CDC’s mission is to invest in neighborhoods to create thriving communities. Our vision is that each neighborhood is one of choice and opportunity. For more information on our history and programs, please visit our website at www.northshorecdc.org.

The Director of Community Engagement is a member of the senior staff team who works closely with all staff to integrate the organization’s commitment to community engagement into all of our activities. This position supports neighbor-to-neighbor and community relationship building, leadership training, social events, neighborhood improvement projects, and campaigns that currently address community-identified priorities such as voter participation, trash collection, recycling and community safety. The Director will be a community organizer, making connections between residents, supporting advocacy efforts, and developing leaders to contribute to the work of neighborhood revitalization. The Director will support neighborhood planning efforts through outreach and partnership building with residents, city officials, and other stakeholders. The Director will also manage the CE program through strategic planning, leadership, supervision of CE staff and resident fellows, leaders, and volunteers.

Responsibilities:

1. Manage the Community Engagement Program, including:
   - Identify, implement and evaluate neighborhood amenity projects primarily through extensive community engagement
   - Oversight of NSCDC’s Small Business Program, Family Resource Center, Espacio Community Programming
   - Provided one on one engagement to minority owned small businesses
   - Direct and technical supervision of staff, fellows and volunteers;
   - Create and implement relevant work plans for program staff;
   - Train residents in leadership skills and expand systems to support resident engagement in community life and NSCDC;
   - Implement, evaluate and refine our social networking programs such as First Thursdays;
   - Lead the NSCDC team and empower volunteers and community leaders to carry out campaigns for neighborhood revitalization;
   - Ensure community involvement in neighborhood revitalization planning.
   - Working as a member of NSCDC’s senior staff, coordinate strategic directions for the program and the agency.
   - Lead community outreach and engagement activities with Community Engagement Coordinator

2. Build NSCDC’s base in our communities through 1:1 meetings, outreach, and supporting social events, in our properties and the neighborhoods at large as well as engaging small business for economic development.

3. Support leadership development through the expansion of the Leadership Institute:
   - Identify emerging leaders and recruit participants for a series of leadership and civic engagement workshops;
   - Overseer the development of a marketing campaign;
   - Through partnerships and planning, carry out leadership workshops.
   - Tell the story of our community engagement work to residents, colleagues, and funders by supporting program communications, including
     - Ensure that constituents are informed of engagement opportunities through email blasts and other marketing/communication efforts.
Represent NSCDC throughout the North Shore at various community meetings, with funders, and in regional and national community building networks, as requested by the

Support the grant writing team in telling the story of the work that the community engagement team is doing

Identify emerging needs, issues and trends among low-and moderate-income North Shore residents, and particularly tenants in housing owned by NSCDC, that will impact housing, economic self-sufficiency, or community vitality. Propose appropriate responses, including new programs or campaigns, for NSCDC to respond to these emerging needs.

4. Maintain accurate records, produce timely written and verbal reports.

5. Provide assistance for NSCDC events and undertake other activities & duties as requested.

**Required Qualifications**

- College graduate or equivalent experience in community outreach/organizing
- At least 3-5 years of work as a community organizer
- Responsible, self-motivated, and able to carry out and prioritize multiple ongoing projects
- Genuine enthusiasm for meeting, motivating, and involving people in community activities
- Excellent verbal and written communication skills
- Bi-lingual English-Spanish (both written and spoken)
- Demonstrated ability to work independently and as part of a team
- Skillful organizer with demonstrated problem-solving initiative
- Strong work ethic, a good sense of humor, and a commitment to social justice
- Computer skills required (MS Office products proficiency helpful)
- Willingness to work a flexible schedule, including nights and weekends

**Other qualifications desired, but not required:**

- Experience working in a diverse multi-cultural community
- Knowledge of affordable housing and community development issues
- Capable public speaker and experienced in facilitating groups or leading trainings.

**To Apply/More information**

NSCDC is an Equal Opportunity and Affirmative Action Employer.

Submit cover letter and resume to: Jason Pina, COO by email to hr@northshorecdc.org. Please specify the job title in the subject line.