



Charlesview, Inc.
Housing Advocate and Community Engagement Manager

Charlesview, Inc. is an interdenominational non-profit organization dedicated to advancing the well-being of individuals and families and promoting the diversity and vibrancy of the Allston/Brighton community. We do this by:

- Providing healthy, affordable homes.
- Advocating with others for housing that is affordable for all.
- Providing accessible and welcoming spaces for community members.
- Funding community-based programs that address critical needs and offer innovative programming.
- Strengthening and supporting Allston/Brighton non-profit providers through innovative philanthropy.
- Working with community partners to assess and respond to emerging and changing needs; and engaging in strategic community leadership initiatives.

Position Description:

Under the guidance of the Charlesview Executive Director, its Board of Directors and in collaboration with current and new housing advocates, community members, political and municipal leaders/departments, civic and faith-based groups work to advance Charlesview Inc.'s mission to address the need for housing that is suitable and affordable for all who choose to live in Allston and Brighton.

Essential Responsibilities:

Outreach and Engagement: Approximately 40%

- Through community events and public meetings, coalition meetings, small group and individual discussion build on the burgeoning network of advocates to develop and promote a shared understanding of the housing needs in Allston/Brighton.
- Collaboratively create opportunities for homeowners, renters, and students to come together to respectfully share issues, concerns regarding housing development, density, affordability, etc. to promote an equitable housing plan for Allston/Brighton.

- Identify training opportunities and trainers for community forums to continue to equip community members with housing information, terminology, and support to build confidence and a desire to become housing advocates.
- Coordinate events with the city, residents, and community partners as needed.
- Represent Allston/Brighton in other coalitions such as Abundant Housing, CHAPA, and other local and state organizations.
- Engage with other Boston neighborhoods to learn from and support housing efforts across the city.
- Participate in city initiatives that may impact housing development opportunities in A/B such as Squares and Streets, anti-displacement review, community planning efforts, etc.

Policy Analysis and Advocacy: Approximately 30%

- Analyze the impact of city initiatives such as linkage, community benefits and mitigation from approved development on housing and quality of life in Allston/Brighton.
- Stay abreast of state legislation and other policy agenda through the Executive Office of Housing and Livable Communities.
- Monitor national housing trends through the National Low Income Housing Coalition and others.
- Assess and analyze trending issues as they relate to Allston/Brighton and the city of Boston.

Communications: Approximately 30%

- Provide communications regarding upcoming meetings, policy initiatives, reports on the Charlesview website, the Coalition for a Just Allston/Brighton website, A/B discussion group, google group, etc.
- Create and provide resources for the community at-large via newsletter, social media and website Collaboration.

Position requirements:

- Knowledge of the Allston/Brighton neighborhood, local government, community organizations and resources.
- Excellent communication skills.
- Ability to work both independently and as a representative on multiple teams.
- Ability to manage multiple agendas
- Ability to develop and maintain relationships with stakeholders in Allston/Brighton.
- Ability to multitask, navigate and prioritize emerging policies, agendas, etc.
- Understanding of the landscape of local and state housing policy, funding, etc.

Personal traits/qualifications:

- Strong interpersonal skills
- Excellent verbal and written communication skills
- Ability to build relationships with diverse communities
- Organizational and problem-solving skills
- A commitment to social justice and equity
- Common sense, flexibility and a sense of humor
- Strong consensus building and leadership skills

Education:

- The ideal candidate will have at a minimum a B.S in management, social work, education or related fields. Relevant lived or work experience can be substituted for education.

Salary:

- Salaried compensation based on experience is \$90,000 - \$105,000. Charlesview offers three weeks' paid vacation, sick leave, personal leave, 12 holidays. Charlesview Inc. will pay 75% of your health care coverage up to \$5,400 per year and will make a retirement contribution of up to 3% of your annual salary beginning one year after employment.

Charlesview, Inc. is an equal opportunity workplace and affirmative action employer. To apply please send a cover letter describing your interest and qualifications for the position along with your resume to joannbarbour@charlesviewcommunity.org.