

## **HCA Seeks Civic Engagement Coordinator 2023**

Housing Corporation of Arlington (HCA) is a 37-year old nonprofit community development corporation with a mission to provide and advocate for decent, affordable housing for low- and moderate-income families and individuals, while promoting social and economic diversity. We are passionate about building community and expanding social justice.

HCA currently owns 150 units of affordable housing and provides a range of social services that help our tenants and other low-income families in Arlington and the surrounding area remain stable and strong. Learn more at: [www.housingcorporparlington.org](http://www.housingcorporparlington.org).

Our work is carried out by a staff of 5 that works hard, laughs together, supports each other, and takes things as they come. We aim to be intentional in how we carry out our work in order to meet diversity, equity and inclusion values. We look forward to welcoming another person into our team and benefiting from their unique energy and perspective.

HCA is growing our work. We have a 43-unit affordable housing development in our pipeline and we are initiating Tenant Councils at our properties in order to give tenants a greater voice in how their homes are managed. We also have plans to engage our tenants and others in local decision making and other leadership opportunities; maybe you can help us do that!

The Civic Engagement Coordinator will help HCA build participation, leadership, and voice among our tenants and other families in Arlington, and build awareness, understanding, and participation around affordable housing and related issues in the town. This a full-time position supervised by one of HCA's Social Service Coordinators. HCA operates under a hybrid work model; employees are expected to work on site in Arlington at least 3 days a week.

For the first 11 months, to include 1,700 hours, the Civic Engagement Coordinator will also be an Americorp Member through Boston LISC. Being enrolled in Americorp provides benefits including health insurance, professional training, and an educational stipend once the initial program hours are completed. The Civic Engagement Coordinator and HCA may renegotiate their contract after the initial 11-month period.

### **Responsibilities:**

- Support coordination of HCA Tenant Councils (made up of HCA tenants who partner with HCA on property management issues in the affordable housing they live in), including engaging new tenants in participation, supporting outreach for meetings, and helping tenants and staff track agenda outcomes. Identify tenants with interest in joining any other HCA committees or the board, or participating in local planning processes.
- Conduct outreach and help residents participate in town processes that seek local feedback on issues that may include: affordable housing and development; diversity, equity and inclusion; and other related community development topics. This may include recruitment to local focus

groups, support in submitting online comments, education about and turnout for public meetings, or other activities.

- Build a volunteer bank for HCA, including creating materials that outline various tasks and identifying HCA members who are interested in being called on for different tasks, and help track our members participation in other activities in our database.
- Conduct planning and outreach for a range of HCA member events and public educational events, including volunteer recruitment to help with planning.
- Support the development of the annual member survey, conduct analysis of the results of the survey, and develop recommendations for HCA based on those results.
- Support our public communications through posts to HCA's social media accounts, flyering, and other communication tools.
- Other related activities that emerge over time.

Once the initial Americorp period ends, this role may expand to include more direct advocacy work, including activities such as engaging residents in meeting with state or local officials to advocate around housing policies and programs.

### **Qualifications:**

- Passion for social justice and drive to work towards justice goals.
- Ease working with people who vary with regard to income, race, ethnicity, gender identity, religion or other factors. Able to quickly build trusting relationships with a range of people.
- Education or experience working in affordable housing, community development, macro social work, leadership development, and/or community building.
- Demonstrated success engaging people to meet a shared goal, and in conducting outreach.
- Effective written and verbal communication skills, including for public outreach.
- Highly organized and self-motivated, with strong follow-through.
- Resourceful and able to problem solve.
- Self-reflective, able to hear feedback and a life-long learner.
- High school diploma or GED
- Conversational Spanish and basic Spanish writing skills strongly preferred.

**Compensation: *This is an Americorp Service Position.*** Total compensation may be up to \$37,495 for the 11-month Americorp program time period. This includes \$21,000 in pay, as well as an additional stipend of up to \$10,000 to cover housing (rent or mortgage), transportation, and/or grocery expenses. Americorp also provides health insurance and childcare benefits and a \$6,495 education stipend once the Americorp program hours are completed. HCA will provide vacation time and sick leave as per our recently updated employee handbook.

After the initial 11-month term, this position will provide a salary of between \$45,000 and \$55,000, depending on experience, and benefits including vacation, sick leave, medical and dental insurance, and a retirement plan.

**To apply: email a cover letter outlining your relevant experience and why you are interested in the position and a resume to: [Info@HousingCorpArlington.org](mailto:Info@HousingCorpArlington.org)**

This position is intended to start by late April, 2023. This is a rolling process; we will continue to receive resumes until the position is filled.

***HCA is a safe, inclusive workplace for people of all backgrounds. We encourage applications from people of all races, religions, national origins, gender identities, gender expressions, sexual orientations, and ages, as well as from veterans and individuals with disabilities. If you believe HCA is an organization you could contribute to and learn from, and this is a role you are excited to take on, please apply!***