

The Metropolitan Area Planning Council (MAPC) invites applications for the position of:



Community Engagement Specialist

SALARY: \$53,000 - \$58,000

DESCRIPTION:

The Metropolitan Area Planning Council (MAPC) seeks candidates for the position of Community Engagement Specialist. This person will design and implement comprehensive and inclusive community engagement strategies for the agency's projects and initiatives. The Specialist will create opportunities for participatory, collaborative, and meaningful community engagement. This work includes creating hands-on outreach activities, planning public events, designing and facilitating public meetings and focus groups, and mobilizing new and existing partners in the Greater Boston region. Most importantly, this role ensures that engagement opportunities are just, accessible, and empowering and that residents and stakeholders feel they have a voice in their community's future.

The Community Engagement Specialist will join the agency's Department of Community Engagement. The individual will work across the agency with MAPC staff from various departments as well as provide municipalities and organizations with engagement expertise and support. They will support MAPC's commitment to inclusive community engagement, equity, smart growth, and regional collaboration.

About MAPC:

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our mission is to promote smart growth and regional collaboration. We are guided by our regional plan, MetroCommon2050: Shaping the Region Together. MAPC's staff includes approximately 100 full-time employees located in downtown Boston in a transit-accessible and bike-friendly office. MAPC has been operating remotely through the pandemic, but people are now beginning to return to the office. We anticipate the office will reopen fully only when the metrics we are following indicate it is safe to do so. At that time, we expect that most staff will be working on a hybrid schedule, combining time in the office with remote work.

MAPC strongly supports the professional development of each and every staff person, believing their growth to be consistent with the best interests of MAPC and the region. We encourage all our staff to develop new ideas to make MAPC's planning and policy work more relevant and impactful, and to adapt to changing times. This is an opportunity to work in a dynamic,

interdisciplinary, and innovative environment with professionals who are committed to building a more sustainable and equitable future for everyone who lives and works in Greater Boston. For more information about MAPC or MetroCommon2050, please visit www.mapc.org

About the Department:

The Community Engagement Department is dedicated to equitable civic engagement and dynamic public participation practices. It ensures that under-represented populations are engaged in the planning process by providing funding and support to municipalities and MAPC project managers, convening practitioners, sharing emerging practices and expanding local capacity. All of the Department's work is guided by values of equity, accountability, empowerment, and accessibility. The Community Engagement Department is made up of a Director, a Community Engagement Manager, three community engagement staff and on occasion interns. The Community Engagement Specialist will report to the Community Engagement Manager. [Please visit MAPC's Community Engagement webpage for more information on the Department's work.](#)

RESPONSIBILITIES

- Design and implement comprehensive and inclusive community engagement strategies that utilize creative outreach techniques with a special focus on the inclusion of groups that have been under-represented in the planning process
- Provide MAPC project managers with hands-on outreach activities
- Design and facilitate virtual, hybrid or in-person public events, meetings and focus groups (includes forums, briefings, workshops, walking tours, and "placemaking" events)
- Develop and maintain a network of new and existing allies and community partners for specific planning projects, subregions and the agency's new regional plan; [MetroCommon](#).
- Train MAPC staff and external partners in effective community engagement techniques
- Identify and implement new and emerging practices in outreach and engagement as well as track and evaluate approaches used at MAPC
- Maintain organized and accurate records, including contact information and meeting notes
- Coordinate interpretation and translation services for public meetings
- Provide digital event design, facilitation, and technical support

Evening meetings, occasional weekend meetings and local travel are a responsibility for this position. MAPC does not require that you have a vehicle; however, you must have a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC provides support for travel, including MBTA passes, a Zipcar account, and Blue Bikes membership.

QUALIFICATIONS

Candidates for this position should have a Bachelor's degree in a relevant field, such as city and regional planning, communications, community engagement, education, organizing, psychology, public policy, social work, or marketing; and a proven track record of at least 1-3 years working with diverse constituencies, preferably in a both an urban and suburban setting.

OR equivalent related work and volunteer experience.

Successful candidates for this position will demonstrate all or most of the following:

- Experience interacting with and mobilizing people from diverse populations in a wide variety of settings, including communities of color, different ethnic populations, a variety of incomes, ages and differing levels of educational attainment.
- Experience planning events and facilitating and managing meetings.
- Positive and thoughtful problem-solving approach.
- Demonstrated experience working with diverse constituencies, preferably in both urban and suburban settings.
- Experience working independently, collaborating with teams, communicating clearly and concisely (both in writing and verbally), and speaking in public.
- Proficiency using key computer software including Microsoft Word, Outlook, PowerPoint, Excel, and Adobe products such as In Design.
- Proficiency using virtual meeting tools such as Zoom.

Preferred:

- Experience working in the metro Boston region with a developed network of community-based organizations and/or municipal partners.
- Experience working on issues relating to smart growth, land use, housing planning or municipal government in Massachusetts.
- Proficiency speaking at least one language other than English such as Spanish, Portuguese, Chinese, or Haitian Creole.
- Experience using dynamic engagement platforms to engage various stakeholders.
- Proficiency managing databases.

SUPPLEMENTAL INFORMATION

Compensation and Benefits:

The salary ranges from \$53,000 – \$58,000 depending on qualifications and experience. This is a full-time exempt position. MAPC offers excellent Massachusetts state employee benefits as well as a flexible, supportive, and family-friendly work environment and a commitment to continued professional development.

How to Apply:

Apply online at www.mapc.org/jobs. The position is open until filled, and applications are reviewed on a rolling basis. Interested candidates should submit a cover letter and resume. Candidates selected to interview will be asked to submit three (3) references plus a sample of relevant writing or work product. Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States.

MAPC is an Equal Opportunity and Affirmative Action Employer. We believe that a staff with a range of perspectives, experiences, and skillsets strengthens our work. We are committed to building a more equitable workplace that allows staff with diverse backgrounds and identities to thrive, grow, and lead. For more information on MAPC's culture of equity, see our [Equity at MAPC](#) page.