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Community Event Coordinator Consultant

Chelsea, MA

The Neighborhood Developers

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Background

The City of Revere and its Revere on the Move (ROTM) program, Women Encouraging Empowerment (WEE), and The Neighborhood Developers plan to utilize themes of healthy eating and active living for a place-based cluster project with four interconnected project elements, all which improve, utilize and/or activate public spaces within the Revere TDI District in support of a more creative and engaged community. This work is conducted in support of our vision for the Shirley Avenue neighborhood: a strong, healthy, and attractive neighborhood that is welcoming to families and residents of all ages and cultural backgrounds with a vibrant business district, mercados, open spaces, accessible housing, and economic opportunities for residents and businesses. This will

lead to increased partnership growth among our partners and constituents, and an even more culturally rich community that is reflective of those residents living there.

The activities will support the creative economy and bring the public together. They will also retain and generate foot traffic into the district, and capitalize on visitors to the beach and users of the BlueBikes system (there are two BlueBike stations in the immediate area). Our cluster project consists of the following four individual projects:

- (1) “Creative Arts at the Mobile Farmer’s Market” that will make use of Sandler Square and/or the Shirley Avenue municipal lot (located on the commercial corridor), which will generate awareness and a platform for events and encourage the participation of food trucks and/or other prepared or fresh produce food sales.
- (2) Healthy and Active Living: Culinary Arts and Zumba. This is a two-fold project consisting of (A) Cooking demonstrations that utilize fresh produce from the mobile market, and (B) Zumba classes taught by local community members. Both the culinary classes and the Zumba classes will foster local entrepreneurs
- (3) Enhance an Open Space: Fitzhenry Square, which is located a short distance from Sandler Square. This will be facilitated by TND with its Revere Community Committee leading community envisioning for space and use-of-space improvements..
- (4) The Shirley Avenue Cultural Festival, an annual event that will expand in 2022 to bring all of the partners together to showcase themes of healthy living and healthy eating.

Scope of Work

The consultant will attend weekly planning meetings, follow up on next steps from planning meetings and report back to the project’s leadership team. Through the planning and promotion of these events, the consultant will support a network of engaged and empowered residents and businesses in Revere. One of the goals of the consultant will be to strengthen the leadership and entrepreneur skills of residents so that they can be cultural agents and drivers of the neighborhood's growth and economic resilience. Another goal of this consultant will be to strategize about connecting the three projects to illustrate a holistic approach to healthy active living while building community.

The consultant is responsible for the execution of grant deliverables, recruiting and managing volunteers, collecting and recording data related to the grant, and pulling permits if needed. We expect the consulting services to continue January - September, include evening and weekend hours, and require some in-person work in Revere and some remote work as well.

Consulting services will be guided by The Neighborhood Developers and will be supervised by the project’s leadership team. The consultant will be compensated up to \$11,000 and is responsible for ensuring (independently or collaboratively) the completion of the following project tasks on time and within budget:

Qualifications

Required:

- College degree or relevant work history
- At least 21 years of age
- Excellent verbal and written communication skills
- Bi-lingual English-Spanish, English- Portuguese, English-Arabic or English-Khmer
- Responsible, self-motivated, and able to carry out and prioritize multiple ongoing projects

- Thrives in a fast-paced work environment
- Ability to work occasional evenings or weekends
- Strong work ethic, a good sense of humor, and a commitment to social justice

Desired:

- Experience working in a diverse multicultural community
- Relevant experience in community building and/or placekeeping/place affirming.
- Proficiency in English and Spanish

To Apply: Submit a resume and cover letter.

The hiring for this position is a collaboration among the leadership team. The Neighborhood Developers (TND), as fiscal agent for the project's funding, will be responsible for managing consultant fees and project costs associated with the above activities. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, gender identity, sexual orientation, marital status, disability, veteran status or any other basis protected by applicable federal, state, or local law.

JOB CODE: 100059

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