



MERRIMACK VALLEY PROJECT, INC.

Chapters in Lowell, Lawrence, and Haverhill
1045 Essex Street • Lawrence, Massachusetts 01841

Community Organizer

Job Description

Job Type: Full-Time

Reports To: Executive Director

ORGANIZATIONAL OVERVIEW:

Founded in 1989, Merrimack Valley Project is a multi-faith, multi-racial community organization focused on organizing leaders and campaigns for racial, social and economic justice in the Merrimack Valley and beyond. Most recently, these have included preventing the closure of Holy Family Hospitals in Haverhill and Methuen while protecting over 1,600+ jobs, and playing a critical role in successful statewide campaigns to increase the state minimum wage, protecting rideshare drivers, and winning passage of a Domestic Workers Bill of Rights.

Today, MVP has grown to over 35+ member groups across the region. MVP places a strong emphasis on developing the capacity of faith communities to act on their commitments to social justice, and is part of a growing faith-and-values-based organizing movement in America. We are affiliated statewide and nationally with Massachusetts Communities Action Network (MCAN) and Faith in Action.

ABOUT THE ROLE:

Merrimack Valley Project is looking to hire a Community Organizer who is ready to build lasting people power and the movement. Working with new and existing organizing teams, the Community Organizer will develop community members to become extraordinary agents of change in their community, identifying grassroots members with an appetite for leadership. We are looking for someone who is not satisfied with the status quo, who is ready to develop Merrimack Valley leaders to vision and build the world as it should be and will strive continuously to learn more, to be in deeper relationships to move us toward social, racial and economic justice.

JOB RESPONSIBILITIES:

Congregational and Community Leadership Development –

- Build 3-4 strong organizing teams, one being an organizational core strategy team, with 8 to 15 leaders on each team
- Build relationships with new and existing community leaders through intentional 1:1's (12-15+ per week) and short check-ins on a weekly basis
- Organize for and prepare agendas, materials and relevant research for organizing committee meetings, actions and 1:1s
- Organize at least 1-3 actions per year with their committees
- Have a leadership development plan for your leaders and organizing committees
- Support organizing and the preparation for organization-wide priority actions, fundraisers and events
- Support and build out coalition work that is in alignment with MVP's vision



MERRIMACK VALLEY PROJECT, INC.

Chapters in Lowell, Lawrence, and Haverhill
1045 Essex Street • Lawrence, Massachusetts 01841

Structural Development –

- Lead organization wide trainings and create training materials
- Attend and actively participate in weekly Staff-Meetings/Staff Development, strategic planning meetings, facilitating meeting where needed
- Attend and actively participate in our state, Massachusetts Communities Action Network (MCAN), and national, Faith in Action (FIA), organizations including attending staff meetings, trainings, retreats or events when appropriate

Fundraising, Data and Administrative –

- Support the research and grant writing process (1-2 grants/per month)
- Invite leaders and community members to become donors and/or monthly sustainers
- Build relationships with and set meetings with funders
- Provide written content for quarterly newsletter as needed; coordinating with and collecting written material from leaders organizing committees
- Create, prepare and print materials for training sessions, printing handouts, technology and room set-up, prep flipcharts, etc.
- Help maintain outreach, event and leadership development data lists up to date working with Office Manager using internal systems and database

Other –

- Meet weekly with the Executive Director for one-on-one coaching, development, supervision, and project support
- Prepare a weekly staff report and quarterly work plan
- Respond daily to emails, phone calls or text messages
- Hold and document a knowledge of the issues, challenges, history and political environment of Merrimack Valley communities
- Develop and document a power analysis of the political, economic and religious leaders and structures of Merrimack Valley communities
- Attend city, community and coalition meetings when relevant to the work
- Support recruitment of institutional members to join MVP

QUALIFICATIONS:

- Commitment to social justice and the mission
 - High level of consciousness and/or a willingness to learn and engage in conversations around race, class, gender, and faith/spirituality
 - At least three to four years of experience as a community organizer, with an openness to being coached and developed further
 - Experience as a trainer preferred
 - Strong communication skills
-
- Self-motivation, detail-oriented, able to take initiative and ownership of projects, and able to provide creative and strategic feedback in the planning process



MERRIMACK VALLEY PROJECT, INC.

Chapters in Lowell, Lawrence, and Haverhill
1045 Essex Street • Lawrence, Massachusetts 01841

- Relational working style - ability to listen well, collaborate, coach effectively and be open to coaching for further development
- Frequent evening (minimum 2 nights per week) and occasional weekend work required, especially during peak organizing periods
- Must have reliable transportation to travel to 1:1s, events, trainings, and other events as necessary
- Computer skills (Microsoft Office, Google Drive, etc.)
- Spanish proficiency preferred
- Must be able to thrive within a work environment that changes regularly according to community needs.

SALARY & BENEFITS: \$55,000-\$60,000, commensurate with experience. We offer competitive benefits including generous health, dental, and vision insurance, 4 weeks PTO, 12 sick days, paid holidays, and extended office closures (including Christmas–New Year's). Additional benefits include personal/wellness leave, a work cell phone, professional development assistance, travel reimbursement, and opportunities for advancement.

MVP is also exploring adding a 401(k) and sabbatical policy.

APPLICATION PROCEDURE:

[Please submit your resume and a cover letter here](#) outlining your interest in community organizing and why you'd be a great fit for the Merrimack Valley Project. If you encounter any technical difficulties with the submission form, please notify us at HR@merrimackvalleyproject.org.

Applications will be accepted until this position is filled.

Merrimack Valley Project provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Merrimack Valley Project complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Merrimack Valley Project is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.