

November 8, 2023

Chinatown Community Land Trust

Job Announcement Community Building Coordinator

Chinatown Community Land Trust (CCLT) seeks a full-time Community Building Coordinator to support its work to stabilize the future of Boston Chinatown through community control of land and shared resources.

Mission and Description of Organization

The Chinatown Community Land Trust works to stabilize the future of Chinatown as a neighborhood for working class families and a regional hub for the Chinese community. We work for community control of the land, development without displacement, permanently affordable housing, and shared neighborhood spaces, consistent with the Chinatown Master Plan.

Chinatown CLT is a membership-based organization, founded in 2015 by homeowners, tenant leaders, former residents, small business owners, and longtime activists, with a shared commitment to stabilize Boston Chinatown's future as a neighborhood for immigrant, working class families, seniors and vibrant small businesses.

Job Description

The Community Building Coordinator will work to broaden Chinatown CLT's community membership and support base, to involve community members and develop their decision-making and leadership roles in a variety of programs and activities, and to assist the Executive Director with project implementation, organizing, and advocacy work. The Community Building Coordinator's scope of work is described below:

1. **Open Space Planning:** Chinatown CLT is working on several avenues to improve and expand open and green space. Our focuses, in partnership with other agencies, include long term preservation, improvements, and community stewardship of Reggie Wong Park (recreational court space on Kneeland Street), advocacy to redesign Phillips Square along Harrison Avenue, and planning for development of a small park by the future Chinatown Library. The Assistant Director will coordinate the Open Space Committee and work on resident involvement.
2. **Environmental Justice:** Policy advocacy for environmental justice policies that will help to stabilize Chinatown and promote efforts to create a green infrastructure, including support for launch of a local community-controlled energy microgrid.
3. **Community and Base Building:** Outreach to community members and CLT residents to build CCLT's membership base. Manage implementation of CCLT's membership model, including setting up internal enrollment and tracking systems, and working with the team to engage new members. Development and strengthening of collaborations with Chinatown partners to promote community building efforts.
4. **Greater Boston CLT Network:** Chinatown CLT is building the Greater Boston CLT Network, involving seven local CLTs (and growing). The Community Building Coordinator will work with

the Executive Director by participating in network meetings and projects, including cross-community educational activities.

5. **Communications:** Contribute to CCLT's communications and fundraising work through publication of regular e-newsletter for members and the larger community and support Urban Planner for CCLT social media efforts. The Coordinator will also provide support to the Executive Director on fundraising for CCLT's environmental justice initiatives.

6. **Other projects:** Chinatown CLT's other projects include creation of an interactive Immigrant History Trail, continued monitoring and advocacy to implement priorities of Chinatown Master Plan 2020, and working on a shared CLT Loan Fund. The Community Building Coordinator may collaborate with the Microgrid Program Manager, Urban Planner, or Executive Director in these areas as well.

Our Ideal Candidate

- Is committed to both grassroots community empowerment and to developing partnerships
- Is both self-starting and a great team player
- Can comfortably manage multiple tasks and projects independently
- Has at least 3 years of experience doing community outreach, organizing, project management, leadership development, or popular education
- Has strong communication skills, both verbal and written, as well as interpersonal skills
- Is bilingual and biliterate in English and Chinese (some Cantonese preferred). Familiarity with Boston Chinatown a plus.
- Computer literate in social media, Microsoft Office suite, and standard database systems
- Experienced and comfortable working with people of diverse social and economic backgrounds

We seek candidates who will embrace our mission and the relationship between community organizing and project implementation. The work schedule can be flexible but the Community Building Coordinator must be available for some evening and weekend work. This position will report to the Executive Director. Chinatown CLT staff is a small 2-3 person team, which does a combination of work from home and in the office, including in-person meetings and activities with Chinatown residents.

Compensation

This is a full-time position with a salary range of \$60,000-\$70,000 depending on experience . Benefits include generous paid time off, health insurance with vision/dental options, and 401k.

Process

Please submit a cover letter, detailing your qualifications for this position, along with a resume to: participate@chinatownclt.org. We will review all applications on a rolling basis until the position is filled. For more information about Chinatown CLT, visit our website: www.chinatownclt.org