



Organizing and Network Manager – Job Description

Salary: \$75,000

Generous Benefits and Paid Time Off

Hybrid Position based in Dorchester

The Mass Union of Public Housing Tenants is a union for people who live in public housing. Our board is entirely made up of public housing tenants and our mission is to protect and improve public housing across the state. We are a membership organization, and our members are local tenant organizations across Massachusetts. We provide our member groups and all public housing tenants with support so they can build power in their own communities in order to fix the problems that plague our housing. The impact of our work is to provide greater safety, security and dignity for public housing tenants in Massachusetts. We are a small team with relatively new leadership in place building an organizational culture centered around our eight core values and work/life harmony for staff is a priority. We are looking for people who value both hard work and self-care.

The Organizing and Network Manager position supports local tenant organizations directly and manages the cohort of tenant leaders known as Network Leaders. Network Leaders are tenants of public housing who provide peer support for other tenant leaders in specified geographic areas. This job requires a high level of both interpersonal and administrative skills to build tenant relationships and support the Network Leaders. This position is at the center of a vibrant network of tenants and tenant leaders who are building power to improve their communities.

Primary Responsibilities

- Collaborate with Network Leaders and staff to support new and existing tenant groups through direct support, tenant meeting facilitation, and any other duties as needed.
- Manage the cohort of four to six Network Leaders to ensure that the goals are accomplished, such as checking in with each of their assigned groups regularly. facilitating online Roundtables, for their groups, providing outreach regarding Mass Union events and opportunities.
- Ensure that all Network Leader roles are well coordinated with training, elections, and general duties.
- Develop and implement templates and other written materials to support tenant elections, meetings, and other functions.
- Track and report on engagements in Salesforce.
- Supervise a graduate-level Community Engagement Fellow who will provide support for local tenant elections and other needs as directed.
- Working closely with the Director of Leadership Development and the ED, ensure that Network Leaders are well-trained and equipped for their work.

Requirements and Qualifications

- Bachelor's degree or equivalent
- Five+ years of nonprofit experience in organizing, advocacy, or program management
- Commitment to our mission to build power and voice for marginalized people and communities
- Ability to work as a highly motivated team player contributing to emerging systems and structures
- Ability to work independently while valuing self-care and boundaries in order to avoid burnout
- Strong interpersonal skills to build relationships with diverse, low-income tenants
- Strong written and verbal communication and administrative skills, and attention to detail
- Ability to run tenant meetings
- Prior staff supervision experience a major plus
- Demonstrated proficiency with all Microsoft applications
- Prior database experience strongly preferred (Salesforce or other)
- Bilingual/bicultural a major plus - Spanish, Haitian Creole, Cantonese, Mandarin, Portuguese or other
- Ability to travel statewide and current Driver's License required

How to Apply: Please email njones@insourceservices.com with your resume and cover letter. Applications will be accepted on a rolling basis.