



The Neighborhood Developers (TND) is hiring a full time **Community Building Placekeeping Manager** to lead its placekeeping efforts in Chelsea and Revere. TND's Community Building Program builds social capital by creating opportunities for person-to-person and people-to-place relationships, developing the skill and will of resident leaders to take on leadership roles at TND and in their community, encouraging civic engagement and activism to promote approaches and policies that stop displacement and preserve economic, social, ethnic, and racial diversity.

The Placekeeping Manager will support the people who live and/or work in TND's communities take active care of and maintain their neighborhoods and social fabric. They will be a flexible self-starter, working with a network of engaged and empowered residents. They will be a "people person," excited to bring people together, make connections between residents, support local priorities, and identify and develop leaders who carry out the work of improving neighborhoods without displacement. The Placekeeping Manager will support the Community Enhancement Team (CET) in Chelsea and the Revere Community Committee (RCC) in Revere, resident groups working in their communities to improve the quality of life. Additionally, the Placekeeping Manager will manage the implementation of neighborhood improvement and placekeeping projects identified through TND's work with residents and stakeholders. This position has a flexible work schedule and requires some evening and weekend work with an opportunity for regional and sometimes national travel for professional development. The Placekeeping Manager position is hybrid, working part-time remotely and part-time at TND's Main Office at 4 Gerrish Avenue, Chelsea and occasionally will work from TND's satellite office at 17 Walden Street, Revere.

Duties and Responsibilities

1. Manage Community Building Placekeeping events that are part of basebuilding by:
 - Planning and implementing the annual Bosson Park Block Party and the Shirley Ave Cultural Festival with the support of Working with Chelsea and Revere Community Building Managers, Recruiting and supervising volunteers, fellows, and service members as needed;
 - Supporting resident groups by organizing and co-facilitating resident group meetings, and by providing ongoing support to resident-led groups events and activities.
 - Ensuring community involvement in neighborhood improvement and planning;
 - Helping plan and implement TND's 2023 Board Leadership Boot Camp and alumni events;

- Following up with engaged community members, and connecting individuals interested in additional Community Building programming and anti-displacement efforts to appropriate staff.
- 2. Build a culture of civic engagement, social change, and resident leadership in Chelsea and Revere through campaigns, trainings, events, 1:1s, and public conversation.
- 3. Identify emerging needs, issues, and trends among low-and moderate-income Chelsea and Revere residents that will impact housing, economic self-sufficiency, and community vitality. Identify resident leaders and refer participants to partner campaigns that address factors contributing to concerns.
- 4. Maintain accurate records, produce timely written and verbal reports.
- 5. Provide general assistance, as needed, for TND events, and undertake other activities and duties as requested.
- 6. Work with Resident Services staff to engage TND tenants in Community Building programming, and collaborate with the Revere and Chelsea Community Building Managers to execute program goals in both Chelsea and Revere.

Desirable Qualifications:

- A commitment to the mission of TND
- 3-5 years community organizing, outreach, or equivalent experience
- Ideally, prior experience and/or familiarity with one or more of the following: (1) Placekeeping, (2) event planning, (3) community planning, (4) project management, (5) equitable neighborhood planning, (6) public space design and construction, and (7) affordable housing development.
- College graduate or equivalent experience
- Proven experience building trusting relationships across race, ethnicity, class, and generation
- Understanding of and/or experience working with government systems
- Bilingual English-Spanish, English-Khmer, and/or English-Arabic
- Demonstrated ability to work independently and as part of a team, committed to the larger whole
- Responsible, self-motivated, and able to carry out and prioritize multiple ongoing projects
- Genuine enthusiasm for meeting, motivating, and involving people in community activities and developing collaborative community and municipal partnerships
- Excellent oral and written communication and facilitation skills, warm and engaging presence
- Skillful organizer with demonstrated initiative for problem-solving

- Strong work ethic, a good sense of humor, and a commitment to social justice
- Computer skills and MS Office proficiency required

To Apply: Submit a resume and cover letter at the link below

<https://oppco.hiringthing.com/job/547611/placekeeping-manager>

Opportunity Communities (OppCo) provides human resources for TND. OppCo and its members, Nuestra Comunidad, North Shore CDC and TND are equal opportunity organizations. 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.