



SENIOR COMMUNITY ORGANIZER Job Description – March 2021

About JPNDC

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a grassroots community development corporation anchored in 44 years of community organizing and resident leadership values in support of Boston residents. We seek to transform the lives and amplify the voices of residents who have been excluded from prosperity by an inequitable economic system. We build affordable housing that allows people to thrive, provide economic prosperity services that help people build on their strengths, and organize people to pursue the changes they desire. Based in Jamaica Plain, we envision an equitable and inclusive Boston in which all people have access to secure housing, economic prosperity, safe and vibrant neighborhoods with strong community relationships, political power, and opportunities to fulfill their potential.

The Senior Community Organizer is a highly responsible position that reports to the Director of Community Organizing. A major responsibility of the Senior Community Organizer will be to work within a partnership of agencies and community residents to build leadership, power, equity, and financial mobility among members of the Jackson Square community. Other areas of work will be building support for future affordable housing projects, developing new leaders, and working with other JPNDC staff to integrate an organizing approach into all aspects of the JPNDC.

Responsibilities:

1. Work with the Director of Community Organizing on developing and carrying out community organizing initiatives that build resident power and result in improved quality of life.
2. Support the implementation of Children Hospital's 'Children's Health Equity Initiative' (CHEq), for the **Living Safely in Jackson Square Coalition**, including activities such as:
 - Leading an awareness and recruitment campaign for residents who will shape the focus of priorities including economic security, safety, and community asset building.
 - Support the Mildred Hailey Apartments Tenant Task Force and other community leaders in the Jackson Square area.
 - Provide trainings to residents on leadership development, advocacy and related topics.
 - Establish a Neighborhood Leaders' Network, empowering residents to take on leadership roles in addressing their community concerns.
 - Help coordinate the Leadership Development, Advocacy and Safety working group, in coordination with other coalition members.
3. Coordinate JPNDC's information and outreach efforts around economic prosperity programs, workshops, and other partnership opportunities.
4. Work with the Organizing team to provide organizing support to residents of JPNDC's housing portfolio and to residents of public housing developments, including:

- Promote leadership development and resident engagement through one-on-one's, strategy meetings, leadership trainings, coaching and resident engagement activities.
 - Support residents' participation in their buildings, resident associations and neighborhood activities.
 - Support community building projects and initiatives identified by the residents and the larger community.
5. Support the Director of Community Organizing to recruit a diverse group of residents from Boston neighborhoods to participate on JPNDC Organizing and other leadership Committees.
 6. Support other activities of the department and JPNDC overall. Other duties may be assigned.

Qualifications:

- Bilingual Spanish/English is required.
- 3-5 years' experience in community organizing, capacity building, leadership development and personal resident engagement.
- Excellent organizational, communication (both written and verbal) and interpersonal skills.
- Experience working as part of coalitions and multidisciplinary teams, and ability to work in a complex environment requiring significant collaboration and coordination.
- Strong planning, facilitation, and organizational skills, with the ability to think strategically in the planning and implementation of project work plans.
- Experience in providing training, technical assistance and organizational development to a diverse population.
- Knowledge of community and housing development issues, affordable housing development, economic prosperity and/or early education issues.
- Ability and willingness to work with people of various ethnic, economic and educational backgrounds.
- Strong interpersonal, decision-making, problem solving and crisis management skills.
- Familiarity with the Jackson Square neighborhood and understanding of the local community preferred.
- Willingness to work a flexible schedule, including nights and weekends.
- Proficient in computer word processing, Excel, database management, graphic design, virtual meetings, and PowerPoint programs preferred.
- Ability to work independently and in a team within the agency and with collaborating organizations

Employment Terms/Compensation: This is a full-time, salaried position with full benefit package. Salary negotiable depending on experience.

Email cover letter and resume to: jobs@jpn/dc.org. Applications without cover letter will not be considered.

No phone calls please. Position open until filled.

JPNDC is an Affirmative Action/Equal Opportunity Employer