

Job Title:	Community Engagement Program Associate
Department:	Community Engagement
Immediate Supervisor:	Director of Community Engagement

Chelsea Neighborhood Developers is a non-profit community development corporation working to revitalize Chelsea, MA by building affordable housing, promoting economic empowerment, and supporting community building through organizing. CND believes great neighborhoods empower people to grow and prosper. Our target areas are in Chelsea and Revere, historic but largely low-income gateway communities, home to a richly diverse population of first and second generation immigrants from Central America, the Caribbean, Africa, and Southeast Asia.

CND is hiring a full-time **Community Engagement Program Associate**. The CE program supports relationship building and civic leadership through social events, neighborhood improvement projects, a community garden, and campaigns to increase recycling and community safety. The Program Associate will function as a core part of our Community Engagement staff devoted to building the network of engaged and empowered Chelsea residents. They will act as a community organizer, making connections between residents, supporting local advocacy, and developing leaders to contribute to the work of neighborhood revitalization. The Program Associate will also support neighborhood planning efforts through outreach and partnership building with residents, city officials, and other stakeholders.

Duties and Responsibilities

1. Staff CND's NeighborCircles Program, including:
 - Identify and train facilitators and hosts,
 - Coordinate and facilitate NeighborCircles,
 - Provide staff support and technical assistance to any activity undertaken by a NeighborCircle.
2. Build CND's membership base through 1-1 meetings, outreach, and supporting social events in our properties and the neighborhood at large.
3. Coordinate the work of one of CND's community fellows as they collaborate to build our network of engaged residents.
4. Support leadership development through the expansion of the Chelsea Leadership Institute:
 - Identify emerging leaders and recruit participants for a series of leadership and civic engagement workshops
 - Develop promotional materials and a marketing plan
 - Through partnerships and planning, help carry out leadership workshops
5. Tell the story of our work to residents, network members, and funders by supporting program communications, including
 - Maintain the CND blog and facebook page
 - Coordinate and produce a quarterly newsletter
 - Create monthly email blasts of engagement opportunities
6. Identify emerging needs, issues and trends among low-and moderate-income Chelsea residents, and particularly tenants in housing owned by CND, that will impact housing, economic self-

sufficiency, or community vitality. Propose appropriate responses, including new programs or outreach efforts, for CND to respond to these emerging needs.

7. Maintain accurate records, produce timely written and verbal reports.
8. Provide general assistance, as needed, for CND events, and undertake other activities and duties as requested.

Required Qualifications

- College graduate or equivalent experience in community outreach/organizing
- At least 3-5 years of work as a community organizer
- Aptitude and interest in relationship building, outreach/organizing, neighborhood planning, and community development
- Responsible, self-motivated, and able to carry out and prioritize multiple ongoing projects
- Genuine enthusiasm for meeting, motivating, and involving people in community activities
- Excellent verbal and written communication skills
- Bi-lingual English-Spanish (both written and spoken)
- Demonstrated ability to work independently and as part of a team
- Skillful organizer with demonstrated problem-solving initiative
- Strong work ethic, a good sense of humor, and a commitment to social justice
- Computer skills required (MS Office products proficiency helpful)
- Willingness to work a flexible schedule, including nights and weekends

Other qualifications desired, but not required:

- Experience working in a diverse multi-cultural community
- Experience producing e-newsletters and developing marketing campaigns
- Knowledge of affordable housing and community development issues

To Apply/More information

CND is an Equal Opportunity and Affirmative Action Employer. Submit cover letter and resume to:

Human Relations Manager

Chelsea ND

4 Gerrish Avenue

Chelsea, MA 02150

Or email to personnel@ChelseaND.org. Please specify the job title in the subject line.