



Community Organizing and Planning Associate Sought (LISC AmeriCorps Program)

Overview

Fenway Community Development Corporation (Fenway CDC) is a membership organization that works to achieve greater residential stability and diversity in the Fenway neighborhood. We engage residents in community organizing and planning, develop affordable housing, and advocate for community services aimed at meeting the needs of low- and moderate-income residents. We envision the Fenway as an urban village – a model of smart growth and sustainability in which both residential and institutional neighbors thrive.

The LISC AmeriCorps Community Organizing and Planning Associate will engage community residents and other local partners in the work of the FCDC, building leadership and advocating for affordable housing, expanded spaces for community activities, and economic development that supports the principles of our Urban Village Plan (www.fenwaycdc.org).

Responsibilities

- Help engage community members in master planning and other processes to advocate for affordable housing and community facilities for families and seniors.
- Build leadership capacity of residents by helping deliver trainings on topics including: expiring use & affordable housing, meeting facilitation, and advocacy with elected officials.
- Provide organizing support to a tenant association seeking to preserve affordability:
 - Conduct in-person and telephone outreach to tenants and neighbors;
 - Help facilitate meetings and keep records of meetings;
 - Help develop tenant leaders with particular focus on low-income, bilingual constituents;
 - Participate in strategy sessions and campaign planning.
- Support resident leaders to expand physical spaces for community gatherings and activities:
 - Conduct in-person outreach and one-on-one meetings to involve additional residents;
 - Plan logistics for community meetings – obtain language interpreters, space, food, etc.;
 - Prepare leaders to meet with funders, elected officials, and potential nonprofit partners;
 - Assist in planning and implementing a press conference and obtaining media coverage.
- Assist in communication with Fenway CDC members, community leaders and supporters:
 - Help produce quarterly e-newsletter; update website; conduct phone outreach.

Qualifications

- Excellent verbal and writing skills and organizational abilities.
- Interest or experience in community organizing.
- Flexibility and a good sense of humor.
- Familiarity with Microsoft Office suite (Word, Excel, Outlook), e-newsletter software (Constant Contact), updating websites, and/or willingness to learn.
- Experience working in a team environment.
- Ability to work a flexible schedule including evenings and some weekends.
- Bilingual (Spanish/English) preferred.

Salary and Benefits

This is a full-time, one-year LISC Americorps position, beginning on September 1, 2010. The LISC Americorps member will receive an annual stipend of \$18,000, plus:

- a \$5,350 educational award (to be used for training, higher education, to repay student loans, and for other education-related expenses)
- health insurance
- child care benefits (if you meet income eligibility requirements)
- forbearance of educational loans
- training and professional development opportunities.

To Apply

Please send a resume and cover letter to: Sarah Horsley, Civic Engagement Director, by email at shorsley@fenwaycdc.org or by mail to Fenway CDC 73 Hemenway St., Boston, MA 02115.

Deadline for receipt of applications is Thursday August 12 at 12 midnight. If you have questions, please contact Sarah at shorsley@fenwaycdc.org or (617) 267-4637 x19.