



Fenway Community Development Corporation Community Organizer – Job Description

Fenway Community Development Corporation (FCDC) is a non-profit membership organization that develops affordable housing and works to achieve greater residential stability and diversity in the Fenway neighborhood. We engage residents of our buildings and the Fenway in community organizing and planning, to develop affordable housing, and to advocate for services for low and moderate-income residents. We envision the Fenway as an urban village – a model of smart growth and equity in which both residential and institutional neighbors thrive. We see our community organizing and engagement as a vital component of this vision. www.fenwaycdc.org

Responsibilities:

75% Community Organizing:

- Build leadership capacity of residents: conduct individual and group meetings on key issues and skill sets; connect residents with regular leadership opportunities; advocate with policy makers; speak to media; and facilitate meetings.
- Reach across all departments to reinforce goals of other staff and committees.
- Engage our community in campaigns identified by residents or FCDC leadership.
- Lead the Organizing Committee, composed of Fenway residents: facilitate monthly meetings; provide staff support; recruit and engage new members.
- Balance community organizing with our role of the FCDC as developer. Protect important, positive relations with City, State and quasi-public agencies.
- Coordinate and participate in neighborhood organizations and city-wide coalitions with compatible goals and values.
- Recruit and provide mentoring and technical assistance to AmeriCorp fellow, interns, volunteers and community members to further organizing goals.
- Test, setup, and train staff/supporters to use texting, relational organizing, online advocacy, and other software tools for organizing.
- Maintain data tracking systems that keep organizing programs moving. Maintain detailed and up-to-date document on past and on-going organizing and campaigns.

15% Membership

- Develop membership recruitment plan for FCDC, based on Organizational 5-year Strategic Plan.
- Recruit members from across the neighborhood, particularly focused on historically underrepresented communities within The Fenway.
- Collaborate across departments on engagement opportunities and membership benefits.

10% Digital and Social Media

- Craft engaging social media posts, cultivate community within Facebook groups, and explore how new social media platforms and features (FB messenger, Instagram, etc.) can be used for organizing.
- Maintain bi-monthly e-newsletters on Organizing and Campaigns updates, advocacy opportunities, and policy updates for FCDC community and general public.

Desired Skills:

- Deep understanding of the fundamentals of organizing and the difference between organizing and mobilization.
- Knowledge of CRMs (ex. Salesforce, Civi, Action Network), texting campaign (ex. ThruText), newsletter services (ex. MailChimp), and phone banking services (ex. Voter Action Network).
- Strong organization and tracking skills to keep projects moving. Details and deadline oriented.
- Understand that organizing is about building connections and relationships. Belief that technology should be in service of organizing, not the other way round.

Qualifications and Requirement:

- Bachelor's degree and a minimum of three years' experience in community/tenant organizing, campaign or volunteer coordination, and leadership development
- Capacity to develop leadership skills among diverse and vulnerable populations
- Ability to synthesize information and develop effective strategic initiatives
- Deep commitment and knowledge of social justice, anti-racist and anti-oppressive practices
- Flexibility while remaining grounded in the needs and priorities of the community
- Discernment of formal and informal power systems to assist our community
- Effectively prioritize competing tasks and interests
- Knowledge of affordable housing policy (local, state and federal) is a plus
- Available to work a flexible schedule including some evenings and weekends
- Bilingual (Mandarin, Russian, or Spanish) preferred

Reporting Requirement, Salary and Benefits

- Reports to the Director of Policy and Community Planning.
- Annual salary for this position is competitive. Generous benefits package including health, dental, and vision insurance; paid sick, vacations and holiday leave; and 401(k) matching. This is a full-time, exempt position.

To Apply

- Please email resume and thoughtful cover letter to projects@fenwaycdc.org
- Resumes and cover letters will be reviewed and interviews scheduled on a rolling basis
- Fenway CDC is an Equal Opportunity Employer