



## Fenway Community Development Corporation Community Organizer – Job Description

Fenway CDC works to preserve the Fenway as a vibrant and diverse neighborhood by developing affordable housing, providing programs that enrich lives, and strengthening community voices. The organization is a 501(c)3 non-profit. We have three program departments: Real Estate, Community Organizing & Planning, and Community Programs. Our volunteer board and 15+ staff members work collaboratively to serve the neighborhood and advance our mission. Learn more about us at [www.fenwaycdc.org](http://www.fenwaycdc.org).

The Planning and Organizing Team collaborates with non-profit organizations, issue-specific groups, local institutions, elected officials, and resident activists with the goal of securing a more inclusive and sustainable future for our community. As issues emerge for residents, we support constituencies to address their challenges. Our efforts are guided by a diverse and inclusive coalition that includes individuals of different races, ethnicities, classes, ages, and abilities.

### Responsibilities:

#### Community Organizing

- Build leadership capacity of neighborhood residents by conducting one-on-one's and connecting residents with leadership and training opportunities.
- Develop strategy for and advance FCDC campaigns by facilitating strategy meetings; engaging and mobilizing residents; and planning and implementing actions. Campaigns include both neighborhood issues and policy advocacy related to housing affordability and tenant protections. Occasionally campaigns will include related topics, such as public transportation.
- With the Lead Organizer, staff the Organizing Committee by co-facilitating monthly meetings, recruiting new members, and engaging current members.
- Participate in neighborhood organizations and coalitions with compatible goals and values, including planning and advocacy for the preservation and development of affordable housing.

#### Communications

- Develop organizing communications content such as e-newsletters and social media posts.
- Regularly monitor social media accounts and implement best practices to increase engagement.

#### Other

- Serve on internal committees such as: Membership, Social Media, and Racial Housing Justice.
- Support FCDC-wide in-person events such as Porchfest, Fenway Ball, and Taste of the Fenway.
- Serve on the planning team for Fenway CDC's annual meeting.
- Administrative tasks to support the organizing work including co-writing Board memos, tracking lobbying hours and outcomes for grant reports, etc.
- Collaborate with other CDC departments such as Community Programs and Housing to ensure overlapping initiatives are strategically aligned.



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**Skills, Abilities, and Experience:**

*Fenway CDC does not expect any one candidate to meet all the criteria below, but rather hope you will apply if the role and responsibilities excite you.*

- 1-3 years of experience in community organizing, leadership development, policy advocacy or affordable housing.
- Commitment to racial equity and social justice: ability to recognize the role of race, income, age, gender, immigration status, ability, and other identities in shaping housing disparities; ability to recognize how your own identities show up in the work; and a value of continuous learning.
- Ability to develop leadership skills, particularly within communities of color and working class.
- Must demonstrate an ability to work independently and develop plans and strategies to address community needs.
- Be flexible while remaining grounded in the needs and priorities of the community.
- Able to assess and navigate formal and informal power systems to build community power.
- Strong organization, prioritization, and tracking skills.
- Willingness to work a flexible schedule including some evenings and occasional weekends; ability to attend in-person meetings and events in the Fenway and occasionally across Boston.
- Familiarity with the Fenway neighborhood is strongly preferred.
- Written and/or verbal language skills in any one of these languages is strongly preferred: Spanish, Portuguese, Haitian Creole, Mandarin, Russian, Amharic or Arabic.

**Salary and Benefits:**

- Full-time, 40-hour/week, exempt position reporting to the Lead Community Organizer.
- Salary range will be commensurate with experience within a range of \$50,000- \$55,000.
- A generous benefits package including:
  - Health, dental, and vision insurance;
  - Paid time off accrued per pay period, annual totals: 2 weeks of sick time, 4 weeks of vacation time, 12 paid holidays;
  - and 3% 401(k) match after 6 months of employment.

**To Apply:**

Please email resume and cover letter speaking to your interest and skills for this position to [projects@fenwaycdc.org](mailto:projects@fenwaycdc.org). Applications are encouraged by August 19<sup>th</sup> and will be reviewed and evaluated beginning on that date. Interviews will subsequently be scheduled on a rolling basis. We anticipate 3 rounds of interviews for the successful candidate.

*Fenway CDC is an Equal Opportunity Employer and considers qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation, or any other protected class.*