



Fenway Community Development Corporation Community Engagement Coordinator (CEC) - Job Description

The Community Engagement Coordinator (CEC) will ensure that low and moderate-income residents have access to programs and services that empower them to overcome barriers. The Community Engagement Coordinator will also contribute to the improvement of social and racial justice by ensuring that Fenway CDC's overall service delivery process is equitable and inclusive. This is a full-time, exempt position and reports to the Director of Community Programs.

Resident and Community Engagement

- Develop and foster relationships with neighborhood organizations to identify services that will enrich the lives of residents through collaborative events. These can be resource fairs and other co-sponsored events
- Engage culturally and racially diverse community partners and stakeholders to enhance services and inform strategy around community programming
- Facilitate, curate and host diverse programming opportunities at Newcastle Saranac Community Studio

Volunteer Recruitment and Training

- Establish and lead volunteer recruitment plan in coordination with other departments to implement a robust and compelling training experience. Lead volunteer recruitment and retention efforts through outreach and programming with university service-learning departments, houses of worship, local civic associations, and other sources of volunteers
- Identify specific volunteers from the existing pool to assist implementation of Community Program events

Community Events

- Participate in planning meetings, provide administrative support, and create marketing materials for distribution to the public
- Plan and host the Fenway Porchfest music festival alongside community partners
- Lead projects with academic and cultural institutions that align with organizational goals, including managing service learning and volunteer groups

Manage Food Access and Healthcare Programs

- Assist to recruit and manage volunteers to ensure food sites are running effectively
- Create accessible marketing materials to promote programming
- Participate in planning and strategy sessions with Fenway Cares organizations
- Sustain and potentially grow food access programs at two distribution sites and one community garden space
- Research, evaluate, and assist in funding and partnership opportunities to expand food access programs

Administration

- Attend Fenway CDC and other community meetings as required
- Actively participate with internal committees such as Climate Action Plan and Membership for cross-departmental capacity building

- Work with Director of Community Programs in identifying gaps in neighborhood services, and take steps to address those gaps (city/state referrals; redirection of existing city/state funding; fundraising in community collaboration; fundraising for Fenway CDC)

QUALIFICATIONS AND CERTIFICATIONS

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.

Required Skills, Abilities, Education and Experience:

- Creative, flexible, with a knowledge of content creation and digital marketing efforts
- Understanding of city and state programs for vulnerable residents
- Experience working with at-risk and underserved communities
- Must be able to handle and protect the privacy of highly sensitive, confidential information
- Possesses ability to self-direct, strong attention to detail and commitment to excellence in work product while handling multiple projects at one time
- Demonstrates a high level of emotional intelligence, treats others ethically and fairly, and displays integrity and honesty

Preferred Skills, Abilities, Education and Experience

- Knowledge and experience in affordable housing; experience working with elders
- Proactively anticipates, manages, and constructively resolves conflicts and disagreements; engages in trauma-informed communication practices; identifies ways conflict can lead to positive change
- Demonstrates respectful and effective communication with colleagues and residents/tenants –meeting people where they are
- Degree in social work, public health, or a related field or equivalent work experience providing services in a Housing/Multi-Family housing environment, or a private, non-profit social service organization serving youth and families
- Language skills in Spanish, Haitian Creole, Mandarin, Russian, and/or Amharic

Salary and Benefits:

Salary is \$60,000 Fenway CDC has a full benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, 401k matching, paid sick, vacation, and holiday leave.

To Apply:

Please email resume and cover letter speaking to your interest and skills for this position to projects@fenwaycdc.org. Applications are encouraged by July 5, 2024 and will be reviewed and evaluated beginning on that date. Interviews will subsequently be scheduled on a rolling basis. We anticipate two 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.