



Employment Opportunity

Director – Community Organizing and Resident Resources (CORR)

About the NDC: The mission of the Codman Square Neighborhood Development Corporation (the “NDC”) is to build a better, stronger community in Codman Square and South Dorchester by creating housing and commercial spaces that are safe, sustainable, and affordable, promoting financial and economic stability for residents and for the neighborhood, and providing residents of all ages with opportunities and skills to empower themselves to improve their lives.

About CORR: The Community Organizing and Resident Resources Department (CORR) exists to tap, engage, and develop the leadership of residents living in and around NDC-owned properties. We support resident-led efforts to create stronger communities by helping to build the community voice and creating opportunities to exercise and engage that voice.

About the Position: Codman Square NDC currently has an opening for an individual with considerable management and organizing experience to join our Community Organizing and Resident Resources Department. This is a unique and exciting opportunity for a highly qualified and innovative individual to lead our organizing and resident services initiatives. An ability to support a diverse team of organizing, youth, technology, and resident services staff around key issues faced by our constituency, including transportation, open/green space, crime and violence, technology, and housing is critical. We seek an individual who can communicate well, can articulate logic models for documenting and reporting on our work, is comfortable using outcome measurement tools, has experience writing reports and fundraising proposals, and can motivate and establish relationships with people from a wide range of cultural and economic backgrounds.

Responsibilities:

Management and Supervision

- Manage all CORR staff (current and prospective programs/activities): Community Organizing, STARS Youth Program, Computer Learning Center, and related resident support activities.
- Provide vision and leadership for staff.
- Provide general and direct supervision/support to staff to improve skills and job performance.
- Meet with staff regularly to develop and review workplans and action strategies/campaigns.
- Ensure that CORR efforts are congruent with and complement the overall NDC vision/mission
- Identify education and training resources to support staff in being more effective in their jobs.
- Write reports and manage budgets as appropriate.
- Act as a liaison with funders, community agencies and others.

Planning and Coordination

- Liaison with a variety of coalitions/collaborative on organizing and resident service issues.
- Strategize with senior management staff to determine the best means of integrating organizing into the overall culture and work of the NDC.
- Work with all senior managers to develop organizing strategies and workplans that complement the physical and human development mission of the NDC
- Identify means of developing block clubs, resident associations and other structures in support of the NDC's mission and the community's needs.
- Plan key events and campaigns in pursuit of CORR's goals and the mission of the NDC.
- Develop staff workplans to achieve CORR's goals and objectives and identify and target a range of resources to support and expand the Department's mission and activities.

Leadership Development

- Identify residents with leadership potential and design and implement appropriate training vehicles to support and increase such skills.
- Develop strong and effective resident and neighborhood associations.
- Encourage resident leadership development through one-on-one contact and organized sessions.
- Integrate NDC housing residents into the general community's ongoing activities and structures.
- Undertake direct outreach (written and face-to-face) to residents for organizing purposes.

Organizational Development

- Develop and work with an effective Organizing Committee of the NDC Board that can articulate and advocate for CORR's organizing initiatives within and outside of the community.
- Develop and participate in internal structures for resident involvement in decision-making and to facilitate dialogue between residents and the NDC on common and divergent issues.
- Integrate emerging resident leadership into appropriate organizational structures and activities within the community.
- Recruit residents to join the NDC's various committees and working groups.
- In conjunction with other appropriate senior managers, engage in resource development activities, including fundraising, to support and grow the CORR Department.
- Facilitate effective communications and working relationships between CORR and all other NDC departments, in support of meeting the overall mission of the NDC.
- Assist in developing regular communication vehicles (newsletters, etc.) for the purpose of outreach, information sharing, garnering input and involvement.

Other related duties, as required.

Qualifications/Skills:

- Masters degree in human service-oriented field plus 4-5 years relevant experience or Bachelors degree with 5-7 relevant years of progressively responsible experience in community organizing and/or resident relations required.
- Previous supervisory and management experience a must.
- Ability to formulate and implement organizing campaigns with community residents and/or community-based organizations and staff a must.
- Ability to manage a number of simultaneous projects, multitask, and pay attention to detail a must.
- Ability to relate to people of diverse socioeconomic, racial and cultural backgrounds and abilities a must.
- Knowledge of public/civic institutions and their relationship to the community.
- Ability to articulate and use outcome measurement tools to document the impact of our work a must.
- Excellent verbal and written communication skills required.
- Experience with report and funding proposal/application writing a must.
- Knowledge of public-sponsored housing useful.
- Ability to work flexible hours, including frequent evening meetings and occasional weekend meetings/events a must.
- Bilingual in a language predominant in the NDC service area a plus.

Salary Range: Mid 50's

Send cover letter, resume, and writing sample to:

Marcos Beleche
Codman Square Neighborhood Development Corporation
587 Washington Street
Dorchester, MA 02124

No Phone Calls Please