

**Job Title:** Chelsea Community Building Manager  
**Department:** Community Building  
**Immediate Supervisor:** Director of Community Building

**Status:** Full Time  
**LSA Category:** Exempt  
**Date Created/Revised:** 10/08/19

[OppCo](#) is hiring a full time **Chelsea Community Building Manager** (CB Manger) to lead the community building efforts of [The Neighborhood Developers \(TND\)](#) in Chelsea and support the work of TND's Revere CB Manager in the City of Revere. TND's Community Building Program builds social capital by fostering person-to-person and people-to-place relationships, develops the skill and will of resident leaders to take on leadership roles at TND and in their community, encourages civic engagement in order to build neighborhoods of choice where neighbors have elevated community standards and a sense of efficacy, and promotes approaches and policies that stop displacement and preserve economic, social, ethnic, and racial diversity.

The Chelsea CB Manager will be a flexible self-starter, working with a network of engaged and empowered residents. S/he will be a "people person," excited to bring people together, make connections between residents, support local priorities, and identify and develop leaders who carry out the work of improving neighborhoods without displacement. The Chelsea CB Manager will facilitate and support the Community Enhancement Team (CET), a resident group working to improve the quality of life in Chelsea. Additionally, the Chelsea CB Manager will manage neighborhood improvement and placemaking projects identified through TND's work with residents and stakeholders. This position has a flexible work schedule and requires some evening and weekend work with an opportunity for regional and sometimes national travel. The Chelsea Community Building Manager will spend most of their time at TND's Main Office at 4 Gerrish Avenue, Chelsea and occasionally will work from TND's satellite office at 17 Walden Street, Revere.

### **Duties and Responsibilities**

1. Manage the Community Building Program, including:
  - Supervise volunteers as needed;
  - Create and implement the Chelsea CB Manager workplan with assistance from Director of CB;
  - Foster growth within the Community Enhancement Team (CET), and Chelsea Beautification Committee in identifying, implementing and evaluating neighborhood improvements;
  - Recruit residents to help plan and implement the annual Bosson Park Block Party
  - Ensure community involvement in neighborhood improvement and planning;
  - Staff TND's NeighborCircle programming in Chelsea and Revere
2. Support the Chelsea Thrives collective impact work, including:
  - Staffing Walk Wednesday events and Safety Walks
  - Supporting the Community Health Leaders of Chelsea
  - Providing administrative assistance with the Chelsea Hub
3. Strengthen relationships with the community through 1:1 meetings, and build a culture of civic engagement and resident leadership in Chelsea through campaigns, trainings, events and public conversation.

4. Identify emerging needs, issues and trends among low-and moderate-income Chelsea and Revere residents that will impact housing, economic self-sufficiency, or community vitality. Identify resident leaders and refer participants to partner campaigns that address factors contributing to concerns.
5. Maintain accurate records, produce timely written and verbal reports.
6. Provide general assistance, as needed, for TND events, and undertake other activities and duties as requested.
7. Work with Resident Services staff to engage TND tenants in CB programming, and collaborate with the Revere CB Manager to execute CB Program goals in both Chelsea and Revere.

Job Requirements:

- A commitment to the mission of OppCo and TND
- 3-5 years community organizing, outreach, or equivalent experience
- Ideally, prior experience and/or familiarity with one or more of the following: (1) affordable housing development, (2) placemaking, (3) community planning, (4) project management, (5) equitable neighborhood planning, and (6) public space design and construction
- College graduate or equivalent experience
- Proven experience building trusting relationships across race, ethnicity, class, and generation
- Understanding of and/or experience working with government systems
- Bilingual English-Spanish, English-Khmer, and/or English-Arabic
- Demonstrated ability to work independently and as part of a team, committed to the larger whole
- Responsible, self-motivated, and able to carry out and prioritize multiple ongoing projects
- Genuine enthusiasm for meeting, motivating, and involving people in community activities and developing collaborative community and municipal partnerships.
- Excellent oral and written communication and facilitation skills, warm and engaging presence
- Skillful organizer with demonstrated initiative for problem-solving
- Strong work ethic, a good sense of humor, and a commitment to social justice
- Computer skills and MS Office proficiency required

We offer competitive compensation and good benefits. Send a cover letter and a copy of your resume [to personnel@tndinc.org](mailto:personnel@tndinc.org). We are an Equal Opportunity Employer and consider qualified applicants for employment regardless of expression, age, color, religion, disability, veteran status, sexual orientation or any other protected class.