

## Community Planning Manager

Madison Park Development Corporation (MPDC) is an active and established community development corporation (CDC) that serves the Roxbury neighborhood of Boston with our housing and community development activities. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Dudley Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. We are an organization of about 35 employees working throughout various departments.

### **Position Description:**

The Community Planning Manager will work closely with residents of MPDC properties as well as the greater neighborhood to build a healthy community through advocacy and programming. Organize and facilitate coalitions to advocate for policy, systems, and environmental change initiatives to improve the social determinants of health for the neighborhood of Roxbury.

**Reports to:** Vice President of Programs

**Status:** Full-time, exempt

**Location:** Roxbury, Massachusetts

**Salary:** \$60,000 - \$70,000

### **Responsibilities are as follows:**

- Develop and implement work plans to meet program outcomes in compliance with government contracts and foundation grants that promote health equity and community wellness
- In partnership with the Boston Public Health Commission, manage Roxbury in Motion, a Massachusetts Department of Public Health funded community-centered project focused on increasing and promoting opportunities for healthy food access and outdoor physical activity for Roxbury residents
- Work cohesively with city departments, including the Boston Transportation Department, the Boston Public Works Department, Boston Parks Department, City of Boston Arts and Culture Department and the Department of Neighborhood Development to advance the Roxbury in Motion objectives
- Attend quarterly state-wide Mass in Motion meetings located in central Massachusetts, as well as quarterly regional meetings in the greater Boston region
- Build coalitions and develop partnerships with community organizations, local businesses, and neighborhood residents to develop advocacy strategies for Roxbury in Motion
- In partnership with MPDC's Real Estate Staff, co-lead the Whittier Street Coalition including coordinating and facilitating monthly resident coalition meetings and developing resident leadership structures.
- In partnership with the city of Boston's Department of Neighborhood Development (DND) and other stakeholders, develop a community engagement strategy to determine resident preferred use of neighborhood vacant land.

- Manage program social media platforms, including Facebook and Twitter
- Manage email lists through Constant Contact, produce quarterly newsletters and as-needed email blasts
- Write and submit monthly and quarterly reports for internal and contract-related projects
- Assist and manage the Health Equity & Wellness initiative yearly budget, [covering two staff members, stipends for resident leaders], and multiple programmatic and advocacy projects
- Work with the Community Action Resource and Evaluation Manager to develop ideas and proposals for new grant opportunities
- Support the Peer Health Leader Program to develop resident leaders and implement health promotion projects/events in our housing properties
- Work in partnership with the resident service coordinators and resident leaders at the MPDC housing developments to organize and engage residents in both programming and advocacy work
- Work in partnership with the Resident and Civic Engagement Manager to organize and engage residents in both programming and advocacy work
- Work collaboratively with the Health Equity & Wellness Organizer to ensure cohesiveness and partnership across all projects

## QUALIFICATIONS

- College degree in urban planning or public health preferred
- Three to five years of experience in public health, urban planning, policy work, and/or community organizing
- Strong understanding of health equity framework and the social determinants of health
- Experience or knowledge of City of Boston agencies and processes
- Ability to execute programs and to develop tools to measure and evaluate impacts
- Strong written and verbal communication skills
- Ability to understand group dynamics and facilitate collective decision-making
- Strong organizational skills, attention to detail, and ability to manage multiple projects at once with various partners and deadlines
- Ability to work within a team and take initiative to direct self and others
- Ability to work in a dynamic and diverse atmosphere
- Ability to work a demanding and flexible schedule including nights and weekends
- Experience working with Microsoft Office, Constant Contact, SharePoint, Canva, and Google Drive
- Ability to review architectural plans preferred
- Familiarity with the neighborhood of Roxbury is preferred
- Fluency in Spanish and English desirable

## Application Process:

Please submit your resume to [hr@madison-park.org](mailto:hr@madison-park.org). Fax #617-541-4900. Visit our website at [www.madison-park.org](http://www.madison-park.org) for more information about MPDC.