



## Fenway Community Development Corporation Community Organizer – Job Description

Fenway Community Development Corporation (FCDC) is a non-profit membership organization that develops affordable housing and works to achieve greater residential stability and diversity in the Fenway neighborhood. We engage residents of our buildings and the Fenway in community organizing and planning, to develop affordable housing, and to advocate for services for low and moderate-income residents. We envision the Fenway as an urban village – a model of smart growth and equity in which both residential and institutional neighbors thrive. We see our community organizing as a vital component of this vision. [www.fenwaycdc.org](http://www.fenwaycdc.org)

### Responsibilities:

- Build leadership capacity of residents: conduct individual and group meetings on key issues and skill sets; connect residents with regular leadership opportunities; advocate with policy makers; speak to media; and facilitate meetings
- Reach across all departments to reinforce goals of other staff and committees
- Engage our community in campaigns identified by residents or FCDC leadership
- Plan and implement outreach efforts for FCDC events using social media
- Lead the Organizing Committee, composed of Fenway residents: facilitate monthly meetings; provide staff support; recruit and engage new members; build leadership
- Balance community organizing with our role of the FCDC as developer. Protect important, positive relations with City, State and NGO agencies
- Coordinate with neighborhood organizations and city-wide coalitions with compatible goals and values
- Recruit student interns and community volunteers to support FCDC initiatives
- Complete other duties as assigned

### Qualifications and Skill Sets:

- Bachelor's degree and a minimum of three years' experience in community/tenant organizing, campaign or volunteer coordination, and leadership development
- Capacity to develop leadership skills among diverse and vulnerable populations
- Ability to synthesize information and develop effective strategic initiatives
- Deep commitment to social justice and anti-oppressive practices
- Flexibility while remaining grounded in the needs and priorities of the community
- Discernment of formal and informal power systems to assist our community
- Effectively prioritize competing tasks and interests
- Knowledge of affordable housing policy (local, state and federal) is a plus
- Available to work a flexible schedule including some evenings and weekends
- Familiar with Microsoft Office suite, social media, and popular education methods
- Bilingual (Mandarin, Russian, or Spanish) preferred

### Reporting Requirement, Salary and Benefits

- Reports to the Director of Policy and Community Planning.
- Full-time, exempt position with competitive salary and generous benefits

### To Apply

- Please email resume and thoughtful cover letter to [projects@fenwaycdc.org](mailto:projects@fenwaycdc.org)
- Resumes and cover letters will be reviewed and interviews scheduled on a rolling basis

Fenway CDC is an Equal Opportunity Employer