



RESIDENT ORGANIZER Job Description

The Jamaica Plain Neighborhood Development Corporation (JPNDC) is a 42 year-old community development corporation that focuses on economic development, affordable housing, and community organizing. Our programs and projects are developed and overseen with the active involvement of community residents, businesses, and organizations because we believe that the most effective development includes the voices of the community.

The Resident Organizer reports to the Director of Community Organizing, and will provide general organizing support, work with JPNDC residents and public housing residents to organize campaigns to improve their quality of life, and build power for JPNDC constituents in the neighborhood. The Resident Organizer will work on resident satisfaction, leadership development, advocacy, neighborhood activities, and with staff from other departments to help integrate an organizing approach into all aspects of the JPNDC.

Responsibilities:

1. Work with the Director of Community Organizing on developing and carrying out a resident organizing plan at JPNDC residential housing in Jamaica Plain.
2. Promote leadership development and resident engagement at JPNDC properties through participatory techniques such one-on-one's, strategy meetings, leadership trainings and community building activities.
3. In coordination with other departments at JPNDC, build partnerships with local organizations and other stakeholders to provide services, organize community activities and bring new opportunities for residents at JPNDC properties and at public housing developments in the neighborhood.
4. Support community planning and advocacy efforts for the preservation of existing housing and the creation of new affordable housing in the city.
5. Support leadership development and other civic engagement and community activities at JPNDC properties and surrounding areas.
6. Conduct outreach to the community to inform residents about housing and economic development projects and connect them to jobs, education, and other opportunities offered by JPNDC and other local organizations.
7. Recruit and coordinate volunteers supporting the Organizing Department activities.
8. Support other activities for the department and JPNDC-wide activities

Qualifications:

- **Bilingual Spanish/English is required.**
- 1-3 years' experience in community organizing, leadership development, preference for candidates with resident engagement experience

- Excellent organizational, communication (both written and verbal) and interpersonal skills
- Experience in providing training, technical assistance and organizational development to a diverse population
- Knowledge of community and housing development issues, and affordable housing development a plus
- Ability and willingness to work with people of various ethnic, economic and educational backgrounds
- Strong interpersonal, decision-making, problem solving and crisis management skills
- Willingness to work a flexible schedule, including nights and weekends
- Knowledge of the Jamaica Plain community and surrounding neighborhoods a plus
- Knowledge of computer word processing, Excel, database, graphic design and PowerPoint programs preferred.
- Ability to work independently and in a team within the agency and with collaborating organizations

Employment Terms/Compensation: This is a full-time, salaried position with full benefit package. Salary negotiable depending on experience.

Email cover letter and resume to: organizing@jpndc.org

No phone calls please. Position open until filled.

JPNDC is an Affirmative Action/Equal Opportunity Employer