

Job Title: Revere 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 **Revere Community Building Manager** (CB Manger) to lead the community building efforts of [The Neighborhood Developers \(TND\)](#) in Revere and support the work of TND's Chelsea CB Manager in the City of Chelsea. 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 Revere 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 Revere CB Manager will facilitate and support the Revere Community Committee, a resident group working to improve the quality of life in Revere's Shirley Avenue neighborhood. Additionally, the Revere 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 Revere Community Building Manager will split their time between TND's Main Office at 4 Gerrish Avenue, Chelsea and 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 Revere CB Manager workplan with assistance from Director of CB;
 - Foster growth within the Revere Community Committee, facilitating monthly meetings and working with members to carry out campaigns for neighborhood improvements;
 - Identify, implement and evaluate neighborhood amenity projects such as public art installation and community park building;
 - Ensure community involvement in neighborhood planning;
 - Identify and foster opportunities for collaborations between agencies in Revere
1. Strengthen relationships with the community through 1:1 meetings, and build a culture of civic engagement and resident leadership in Revere through campaigns, trainings, events and public conversation.
2. Identify emerging needs, issues and trends among low-and moderate-income Revere and Chelsea 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.
3. Maintain accurate records, produce timely written and verbal reports.

4. Provide general assistance, as needed, for TND events, and undertake other activities and duties as requested.
5. Work with Resident Services staff to engage TND tenants in CB programming, and collaborate with the Chelsea 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.