



**Dudley Street Neighborhood Initiative (DSNI)
Policy and Communications Coordinator, Greater Boston CLT Network
Job Description**

About GBCLTN

Established in 2016, the Greater Boston Community Land Trust Network (GBCLTN) is a network of 8 member organizations and supporters that is convened by Dudley Street Neighborhood Initiative (DSNI). GBCLTN funding runs through DSNI, which supplies staffing to support Network activities.

GBCLTN supports current and emerging community land trusts (CLTs) for resident-led planning and long-term, collective control of land in and around Boston. We are committed to removing land from the speculative market and putting it into the hands of the community for use in permanently affordable housing, economic development, urban agriculture, and open space. We work to protect and strengthen diverse neighborhoods across our region that are undergoing or at risk of gentrification, to promote understanding of the CLT model, and to advocate for policies and programs that aid in the creation, maintenance and expansion of CLTs.

About the position

Having expanded its projects, activities and funding in recent years, GBCLTN is hiring a second full-time staffer to meet the capacity needs of the Network. Reporting to the Director of GBCLTN, the Coordinator is responsible for supporting the policy, communications, and educational activities of the Greater Boston CLT Network and will conduct duties required of all DSNI staff members (see below). The Coordinator will be part of a dynamic and highly collaborative team of staff and members working to enhance the success of the CLT model in Greater Boston and across the state. We seek applicants with a personal commitment to the vision, mission and values of [DSNI](#) and of the Greater Boston CLT Network.

Responsibilities

Policy, Advocacy and Organizing

- Support the Network's local and state policy advocacy work. Duties include:
 - Work for passage of legislation that supports the development of community land trusts
 - Support creation of statewide platform for CLTs, in partnership with CLTs across MA
 - Maintain regular communication with elected officials to educate, and promote CLT-supportive policies
 - Organize members to participate in hearings, legislative meetings, and advocacy events at a City of Boston and State level
 - Represent GBCLTN at Boston City Council, State House and other hearings as needed
 - Work with Boston City Councilors and city officials to replenish the CLT line item in the City budget and to support other municipal steps that support CLTs As capacity allows, support local initiatives and campaigns of members in cities and town outside of Boston

Communications

- Support implementation of the GBCLTN’s communications strategy, including:
 - Lead GBCLTN in message development and communications strategy, potentially in collaboration with a communications consultant.
 - Lead the production and content of e-newsletters for GBCLTN and DSNI
 - Manage GBCLTN social media presence
 - Create content for and manage Network web pages
 - Design and implement print and digital media strategy with local and national outlets (e.g. Banner, Dorchester Reporter, Boston Globe and ShelterForce, NextCity) including articles and other publicly-facing communications to advance policy ideas and socialize the CLT idea within MA and beyond.
 - Manage requests for presentations about CLTs and GBCLTN; represent GBCLTN as needed.

Education/Capacity Building

- Organize, with GBCLTN members and Director, CLT Day, learning series, and other events.
- Implement a multi-lingual resource library for emerging CLTs and groups interested in the CLT model
- Design and implement public education and resources on CLT model for emerging CLTs, policymakers and the general public

DSNI Staff Responsibilities

- Participate in:
 - Weekly staff meetings
 - DSNI Tours
 - Staff DSNI events
 - Other DSNI responsibilities as needed

The ideal candidate will have many of the following qualifications:

- Strong time management and project management skills with proven ability to meet short and long term goals.
- Excellent communication and interpersonal skills and the ability to work respectfully and effectively with organizations, policymakers and individuals. Willingness to learn and to co-design processes.
- Strong abilities in written communication, especially in persuasive writing and writing for multiple audiences.

- Familiarity with community land trusts.
- Knowledge of and experience participating in MA, Boston or other legislative processes + policy/legislative campaign experience.
- Experience in managing or implementing a communication strategy that includes:
 - social media, newsletter, website management
 - news/press outlets
 - white papers/position papers
- Experience providing training and workshops and/or planning and supporting events.
- Proven ability to work effectively with people from diverse racial, cultural, religious, and socioeconomic backgrounds.
- Experience with advocacy, community organizing and base-building.
- Ability to use computers with ease.
- Bilingual English/Spanish/Chinese or Cape Verdean Creole is a plus

Working Conditions and Physical Demands

This is a full time position that requires working from our offices in Roxbury, MA with the ability to work remotely some hours of the week. Regional travel may be required. We provide reasonable accommodations for employees with disabilities to perform their job duties.

Salary and Benefits This is a full time exempt position offering a salary range of \$60,000-70,000, depending on experience. Benefits include health, vision, dental and life insurance as well as access to non-matching retirement accounts. DSNI provides a generous vacation and holiday schedule.

How to Apply

To be considered, submit a cover letter and resume by email to hr@dsni.org with “GBCLTN Coordinator” in the subject line. DSNI is an Equal Opportunity Employer. Candidates are strongly encouraged to submit their application by August 31st. Applications will be accepted until the position is filled, with priority given to those received by this date.