

Community Support Coordinator

Position Description:

The Community Support Coordinator will be responsible for assisting in recruiting and connecting residents to VIP and NTT coalition and activities. The Coordinator, along with Block Captains, are the neighborhood connection between residents and City resources. They will help in building resident engagement around coalitions, and assist with VIP and NTT with related meetings and/or activities. **See VIP and NTT detailed program descriptions and additional information below.**

Primary responsibilities include:

- Actively recruit resident volunteers for various outreach projects and activity planning
- Get to know residents that reside in their designated area
- Contact new residents to get them involved and to obtain their support and participation.
- Assist VIP Neighborhood Manager with recruiting participants, sharing information on VIP and NTT and other related events, and facilitating meetings
- Develop and provide knowledge and access to formal and informal resources in the community on a variety of services such as youth development, trauma awareness and response, violence prevention and mental and behavioral health services
- Become familiar with the various agencies and organizations that provide resources to residents.
- Participate in designated trainings set up by BPHC
- Participate in neighborhood outreach activities as assigned
- Identify youth and families disconnected from these services.
- Attend all VIP and NTT meetings and activities

Qualifications:

- 2-3 years relevant experience
- Must be a resident or familiar with the VIP/NTT neighborhood. (Orchard Gardens/Madison Park Village/Whittier)
- Must be comfortable speaking to groups and to residents one on one.
- Must be able to work with residents of different ages and backgrounds.
- Must demonstrate strong communication skills, and be comfortable speaking by phone.
- Comfortable using Microsoft office products including MSWord, Outlook
- Must be able to work collaboratively with the Neighborhood Coordinator, Block Captains, residents and other VIP/NTT coalition members to develop and implement an action plan with related events and activities.

Additional Information:

VIP - The Violence Intervention and Prevention Initiative (*aka Village In Progress initiative*) seeks to address neighborhood violence by mobilizing coalitions of

neighborhood residents, community based organizations, city based agencies, and political representatives. Through the coordination of neighborhood residents, city agencies, and political representatives, VIP coalitions work to shift the expectation of violence and address social, environmental, and structural issues that contribute to elevated levels of violent incidents

NTT - The Boston Neighborhood Trauma Team network, funded and managed through the Boston Public Health Commission, was formed in 2017 as part of an effort by Mayor Marty Walsh's administration to create a larger, strategic framework for addressing violence in the city through intervention, prevention, and response. There are six individual neighborhood-based teams in the network: Bowdoin Geneva/Greater Four Corners, East Boston, Grove Hall, Jamaica Plain, Mattapan, and Roxbury.