

## Civic Engagement Coordinator (Interim)

Madison Park Development Corporation (MPDC) is an active and established community development corporation (CDC) that serves the Roxbury neighborhood of Boston with our housing and community development activities. This year, MPDC marks 55 years since its founding. MPDC was born out of both an innovative vision for the future and necessity during an era in which the Roxbury community faced unprecedented challenges grounded in racial and economic injustices. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. We are an organization of about 30 employees working throughout various departments.

### Position Summary

The Civic Engagement Coordinator must be self-motivated with administration experience in community-based programs and outreach in the Roxbury area and responsible for planning and coordinating a wide range of civic engagement programs. The Civic Engagement Coordinator will focus on outreach and organizing activities to increase public awareness and civic engagement in policies and electoral decision making. He/she will identify potential resident leaders and provide trainings. While this job is scheduled for Monday - Friday, there may be occasions when evening and weekend work is required. This position reports to the Director of Health Equity and Resident Engagement. The salary range for the position is in the \$50,000 - \$54,000 range.

### Responsibilities:

The Civic Engagement Coordinator's approach will be non-partisan and he/she will work with RoxVote partners to increase voter registration and participation in Roxbury by targeting individuals who reside in MPDC owned properties and collecting and analyzing Voter Activation Network (VAN) data to develop strategies to:

- Assist in the implementation of Get Out the Vote campaign activities within MPDC target communities
- Conduct community organizing activities to establish an effective program; which will include identifying resident (**leaders**) to serve as leaders; recruiting participants to develop and support relationships with local officials, conducting trainings; and supervising volunteers in activities of the program.
- Implement program evaluation activities and preparing written and verbal reports for various purposes
- Coordinate phone banking calls, voter mobilization, and other electoral activities.
- Coordinate MPDC participation in key advocacy opportunities
- Attend internal team and staff meetings
- Coordinate and network with other community organizations
- Build relationships with residents and identify needs.

**Qualifications:**

- 1-2 years of relevant civic experience, preferably with a non-profit organization that engages in community organizing and/or resident leadership
- Ability to listen and identify common ground.
- Ability to effectively convene and facilitate meetings
- Ability and desire to work collaboratively as part of a team
- Strong interpersonal, written and verbal communication skills
- Bi-lingual in English/Spanish preferred
- Knowledge and proficiency in Microsoft Works, Excel, PowerPoint
- Working knowledge of Salesforce and Voter Activation Network (VAN) software, preferred
- Ability to work independently within the context of an overall plan and structure
- Excellent organizational skills, including workload management and the ability to complete tasks with minimum supervision
- Experience educating on civics at the local/state level is a plus

**Benefits:**

This is a full-time, salaried exempt position with an excellent benefit package including four weeks paid vacation; generous cost sharing for medical insurance, and much more! Some weekends and evenings required. **Please submit a resume and cover letter to [HR@madison-park.org](mailto:HR@madison-park.org)**

Visit our website at [www.madison-park.org](http://www.madison-park.org) for more information about MPDC.